**Graduate Assistant for Academic Success**

The graduate assistants for academic success will be an integral part of the staff of the Academic Success Center, a unit of Student Success Programs. The graduate assistants will be responsible for assisting the ASC in the implementation of programs and services designed to support Purdue University students and assist in their academic success. The role will provide frequent direct student contact hours and opportunities for applied professional experience and development. This position is 0.50 FTE and represents one opening with the possibility of additional openings.

**Responsibilities**

* Serve as an academic consultant/coach in a 1-on-1 setting for students seeking academic support
* Hold drop-in hours each week for students seeking drop-in or immediate support (Note: this may include evenings and will be reduced in the summer)
* Utilize BoilerConnect and other programs to document student interactions, conduct student outreach, maintain campus resource listings, track task progress, etc.
* Attend trainings, staff meetings, and major department functions and programs
* Assist in the development and implementation of success skill workshops and curriculum as needed
* Assist in the supervision, training, and selection of various student leadership positions within the ASC as needed
* Support other ASC & Student Success initiatives and efforts as needed

**Qualifications**

Required

* Bachelor’s degree
* Must be enrolled in an academic graduate program at Purdue University
* Strong written and verbal communication skills
* Ability to work professionally in independent and team settings
* Understanding of and appreciation for diversity
* Positive attitude and sense of humor
* A learning orientation to changing technology

Preferred

* Prior experience working in an academic support area (tutoring, mentoring, etc.)
* Strong understanding of learning strategies and skills
* Experience in counseling, education, leadership, communication, or other related field

**Terms of Employment**

The assistantship is a 12-month position for 2019-2020 fiscal year with negotiable start date. Graduate Assistants are required to attend ASC training held the two weeks prior to the start of the fall semester. The position is renewable pending available funding, satisfactory evaluation, and successful progress toward a graduate degree. Graduate assistants work 20 hours per week; all hours must be worked in the Academic Success Center (not remotely). Evening and weekend work may be required with this position. Graduate Assistants receive University holidays and 22 paid vacation days.

**Compensation**

- The Graduate Assistant receives biweekly pay at the equivalent of $1,507.17\* per month (stipend will be adjusted based on University approved standards.)

- Tuition remission

- Professional development and funding opportunities

**To Apply**  
All applicants must apply online: external applicants can apply using [this link](https://career8.successfactors.com/sfcareer/jobreqcareer?jobId=1134&company=purdueuniv&username=); internal candidates currently employed by Purdue can search for job requisition ID 1134 in SuccessFactors. Applications will be reviewed beginning **March 18**, and the position will remain open until filled. Please direct questions about the application to [academicsuccess@purdue.edu](mailto:academicsuccess@purdue.edu).

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. Purdue University is an EEO/AA employer. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply.