

## **Graduate Assistant for Academic Success Academic Success Center—Student Success Programs**

The graduate assistant for academic success will be an integral part of the staff of the Academic Success Center, a unit of Student Success Programs. The graduate assistant 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 or more openings for the 2022-2023 fiscal year.

### **Responsibilities**

- Serve as an Academic Consultant in a 1-on-1 setting for students seeking academic support
- 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 selection, supervision, and training of various student leadership positions within the ASC as needed
- Help other ASC & Student Success initiatives and efforts as needed
- Support full-time staff members in one of the following areas:
  - **Supplemental Instruction (SI)**: help with the operations of our peer-led study session program, which includes recruiting students, training & developing student leaders, and organizing program logistics
  - **Accountability Groups**: help with the operations of our Accountability Group program, which includes leading 1 or more groups, training and supporting other facilitators and organizing program logistics
  - **Peer Success Coaching (PSC)**: help with the operations of our one-on-one peer coaching program, which includes recruiting, training & developing student leaders, and organizing program logistics
  - **Workshops & Outreach**: help with development and facilitation of academic skill workshops across campus & in the ASC, which includes assisting with workshop requests, scheduling, and working in collaboration with a team of Student Office Ambassadors
  - **Event Management & Marketing**: help with the planning of ASC socials, events, & fairs as well as marketing ASC programs and promoting our brand; provide logistical support to SI program

### **Qualifications**

#### **Required**

- Bachelor's degree
- Must be enrolled in an academic graduate program at Purdue University that runs on semester schedule
- Must be eligible for Graduate staff positions that include tuition remission
- Strong written and verbal communication skills
- Interest in strengthening presentation skills
- Ability to work professionally in independent and team settings
- Understanding of and appreciation for inclusion, including the ability to work with students, faculty, and staff from diverse backgrounds and identities
- Positive attitude, sense of humor, and openness to learning

#### **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
- Strong presentation and facilitation skills

### **Terms of Employment**

The assistantship is a 12-month position for 2022-2023 fiscal year with a start date of August 8, 2022. Graduate Assistants are required to attend ASC training held during 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.

Evening and weekend work may be required with this position. Graduate Assistants receive University holidays and 22 paid vacation days.

### **Compensation**

The assistantship provides a salary equivalent to \$19,094 (20 hrs/week at \$18.36/hr, paid bi-weekly), along with tuition remission for all but a portion of fees. Note: Salary will be adjusted based on University approved standards. Professional development and funding opportunities are also available.

### **To Apply**

All applicants must complete the online application, including a cover letter that demonstrates qualifications and fit for the position, and a current resume. To apply, please click on the following link:

[Apply Here](#)

The application is also available through our website: <https://www.purdue.edu/asc/about/apply.html>

Applications will be reviewed beginning **February 21**, and the position(s) will remain open until filled. Please direct any questions about the application process to Karen Jacobsen at [jacobsek@purdue.edu](mailto:jacobsek@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.