

Center for Academic Success Graduate Assistant

Terms:

This position is a twenty (20) hours per week, at will position. The anticipated pay is \$10.25/hour. This position is eligible (depending on funding) to work up to 47 weeks for the year (August-July) and if funding continues 33 weeks for the second year (August-May). The candidate will need to meet eligibility definitions of the University of West Florida Graduate Assistant Handbook. The position begins August 2018 with a maximum duration of two years (August 2018-May 2020) depending on annual funding allocations. The work hours will be dependent on applicant availability and will be determined in coordination with the Center for Academic Success staff prior to applicant selection. Hours of availability will include regular evenings and Saturdays (scheduled in advance) as well as some hours during normal operating hours. A 50% tuition waiver will be requested for each semester but is dependent on funding/approval and is not guaranteed. Graduate Assistants must work a minimum of 200 hours during the summer semester (May-August) to be eligible for a summer tuition waiver if available.

Primary Duties and Responsibilities:

This position is open for a graduate student interested in gaining experience with working with first-year students and also those on academic probation within higher education. This position will work closely with Tutoring and Learning Resources and First Year Advising.

- Research Theory and Techniques of Academic Success and Academic Probation Programs
 - Graduate Assistant will research and become familiar with theories which support the practice of Academic Success and Academic Probation Programs within higher education and research best practices for successful programming, specifically with first year populations.
- Research Current Trend or Issue in Academic Success and Academic Probation Programs
 - In conjunction with a Center for Academic Success staff member, the graduate assistant will pursue research related to supporting and prepare an evaluation of the current program with suggestions for implementation of research findings
- Oversee Academic Success Workshops and Academic Success Program
 - Assist with developing and facilitating academic success workshops for first year students and students on academic probation
 - Assist with facilitating processes of the Academic Success Program (formal probation program)
 - Track progress of students who are part of the Academic Success Program
- One-on-One and Small Group Academic Coaching:
 - Engage with students who are on academic probation to develop effective college success skills, create academic goals, and assess progression toward goals
 - Engage with students to successfully connect with University resources to promote healthy approaches to balancing the demands of college life
 - Communicate with the First Year Academic Advisor to provide reports/updates
- Assessment:
 - Graduate Assistant will supervise the collection, organization, and analysis of data as part of the unit's overall assessment plan
 - Regularly Communicate with the Executive Director of the Center for Academic Success
 - Develop reports related to assessment activities
- Academic Support Projects

- Assist with development of Academic Support program policies, procedures, and training
- Special projects or assignments based on the office's needs and the student's interests

The purpose of this assistantship is to (Learning Outcomes):

Through employment with the Center for Academic Success, graduate assistants will be able to demonstrate the following:

- Develop skills and knowledge applicable to higher education student support services
 - a. Theories and practices
 - b. Organization, communication, leadership, attitudes, skills, and behaviors
 - c. Application of student development theory to practice
 - d. Program assessment and research skills
- Experience with working with first year students and those on academic probation.
- A better understanding of the academic needs of students through academic coaching.

Qualifications:

- Must be enrolled as a degree-seeking student in a UWF graduate program and maintain good academic standing.
- Must register for, and complete, 6 credits of course work per semester (fall, spring, and summer) or be registered for thesis credit.
- A graduate student in the College Student Affairs Administration program will be a preferred candidate for this position.
- Demonstrated effective communication and interpersonal skills (including the ability to present to small and large groups)
- Knowledge of basic computer and web applications (i.e., Word, Excel, email, Google Suite, etc.)
- Knowledge of the Internet, the library system, and databases
- The ability to work effectively in a fast-paced, team oriented environment and the ability to organize work time and manage projects independently

Orientation/Supervision:

Orientation will be held the first week of work where an overview of the graduate assistantship policy as well as expectations and responsibilities of the position will be reviewed. The graduate assistant will be given continuous feedback and guidance by the Executive Director of the Center for Academic Success, the Assistant Director of Tutoring and Learning Resources and the Director of First Year Advising through regular one-on-one meetings.

Contact:

The application materials should be directed to:

Dr. Jennifer McCaul
 Executive Director
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 850-474-3176
uwf.edu/success