

Center for Academic Success – Tutoring and Learning Resources 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 first year (August-July) and 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 2020 with a maximum duration of two years (August 2020-May 2022). The work hours will be dependent on applicant availability and will be determined in coordination with the Center for Academic Success/Tutoring and Learning Resources prior to applicant selection. Hours of availability will need to be within the operating hours of 8:00am-5:00pm Monday-Friday as well as some evenings and Saturdays (scheduled in advance). 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 academic coaching within higher education.

- Research Theory and Techniques of Academic Coaching
 - Graduate Assistant will research and become familiar with theories which support the practice of Academic Coaching within higher education and research techniques for successful coaching, specifically with special populations (specifically students registered with Student Accessibility Resources)
- Research Current Trend or Issue in Academic Coaching
 - In conjunction with Tutoring and Learning Resources staff member, the graduate assistant will pursue research related to academic coaching and prepare an evaluation of the current program with suggestions for implementation of research findings
- Oversee Academic Coaching
 - Assist with facilitating Academic Coaching services for special populations (specifically students registered with Student Accessibility Resources)
 - Train and supervise student academic coaches
 - Manage academic coaching documents, track progress of coaches sessions, and evaluate performance of student academic coaches
- One-on-One and Small Group Academic Coaching:
 - Engage with students 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
- Assessment:
 - Graduate Assistant will supervise the collection, organization, and analysis of data as part of the unit's overall assessment plan
 - Develop reports related to assessment activities

- Academic Support Projects
 - Assist with the development of Academic Coaching 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 Tutoring and Learning Resources, 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 training and supervising student academic coaches.
- A better understanding of the academic needs of students through academic coaching services offered by Tutoring and Learning Resources.

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 Assistant Director of Tutoring and Learning Resources and other staff through regular one-on-one meetings.

Contact:

The application materials should be directed to:

Sara Halstead

Assistant Director

Tutoring and Learning Resources

Center for Academic Success

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