Academic Achievement Center
Graduate Assistant Job Description

Graduate Assistant

Academic Coaching, Academic Intervention Program (AIP)

Job Summary
AIP supports under-represented American minorities, first-generation, income limited, or students with disabilities on academic warning within the Colleges of Arts and Sciences, Education, and Business who are not Pell Grant recipients and are not eligible to receive academic support services from the Office of Educational Supportive Services (ESS). This position offers opportunities for direct involvement/work with students in a coaching capacity. Responsibilities for this position will include outreach, coaching, workshop facilitation, administrative skills, professional development, and communication. The Graduate Assistant for the AIP is expected to fulfill all duties listed below in addition to other duties as assigned.

Academic Coaching and AIP are programs of the Academic Achievement Center (AAC). The AAC is situated within the Office of the Vice Provost for Student Success. The Graduate Assistant for AIP is supervised by the Managing Director of Academic Coaching.

Requirements
Graduate students must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 20 hours per week, with the understanding that there is fluctuation in demand depending on the time of the year and center needs. Some evenings or weekends are required, in addition to some holiday periods.

Remuneration and Benefits
A stipend of $9,890 paid on a bi-weekly basis for a 9-month appointment; In-state tuition rates (not a tuition waiver); Health insurance (please ask for details)

Responsibilities
- Supervision, Training, and Outreach
  - Coordinates targeted outreach to AIP students.
  - Connects students to a menu of student success resources such as one-one-one professional coaching, and high-impact, interactive workshops.
  - Represents the AAC and Academic Coaching at various events such as browsing fairs
• **Administrative**
  - Coordinates AAC/Academic Coaching workshops including PR/marketing, collaboration with K-State 360 to offer and validate participants in the Student Success Badge, and deliver/assess each workshop.
  - Develops presentations and workshops related to academic success
  - Presents and facilitates workshops in Student Success Courses or other campus events

• **Professional Development**
  - Attends and participates in staff meetings and departmental professional development events
  - Plans and/or coordinates beneficial professional development opportunities

• **Communication**
  - Helps to coordinate schedules for events and meetings
  - Develops and distributes surveys to evaluate student satisfaction with AAC/Academic Coaching services
  - Communicates in a timely fashion to e-mails and other correspondence
  - Keeps accurate meeting notes and distributes to appropriate parties

• **Advising**
  - Meets with AIP students and voluntary coaching students utilizing the Academic Coaching framework.

**How to Apply**
Complete Division of Student Life On-line Application which will require:
- Cover letter stating your general interest in an assistantship within the Division of Student Life or affiliated offices
- Resume
- Contact information for three references

**Kansas State University is an EOE of individuals with disabilities and protected veterans and actively seeks diversity among its employees.**