Academic Achievement Center
Graduate Assistant Job Description

Graduate Assistant
Academic Achievement Center

Job Summary
This position offers opportunities for involvement in AAC programs and services such as Tutoring, Academic Coaching, Student Success Courses, Scholar Services, Office of First-generation Students, and the AAC Student Success Ambassadors. Responsibilities for this position will include supervision, administrative skills, professional development, and communication. The Graduate Assistant for the AAC is expected to fulfill all duties listed below in addition to other duties as assigned.

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

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)

Range of Responsibilities
• Supervision, Training, and Outreach
  o Assists AAC Assistant Director with ongoing training and projects that improve function of AAC
  o Helps to oversee Ambassadors in their mission to make students aware of services through events, advertising, recruiting, campus presentations, and browsing fairs
  o Represents the AAC at various events and browsing fairs
  o Develops in-person and online office staff training on customer service, office procedures, and confidentiality
  o Plans beneficial on-going training sessions for peer educators
• **Administrative**
  o Develops presentations and workshops regarding academic and student success
  o Presents and facilitates workshops in Student Success Courses or other campus events
  o Assists in supporting the AAC programs, including Tutoring Services
  o Participates in the interviewing and hiring process of new tutors
  o Supports evaluations of tutor performance

• **Professional Development**
  o Attends and participates in staff meetings and departmental professional development events
  o Plans and/or coordinates beneficial professional development opportunities
  o Collaborates with Ambassadors to create plans for professional growth

• **Communication**
  o Helps to coordinate schedules for events and meetings
  o Develops and distributes surveys to evaluate staff satisfaction with professional development or team-building opportunities to improve future events
  o Communicates in a timely fashion to e-mails and other correspondence
  o Keeps accurate meeting notes and distributes to appropriate parties

• **Advising**
  o Meets with reinstated students to inform of AAC services available to support their academic success
  o Assists in advising the Ambassadors, a departmental student organization

**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