Academic Success Center

The Academic Success Center provides opportunities for students to develop skills that promote success, practice leadership, and become self-directed learners through the delivery of centralized, high-quality academic support services that are responsive to the needs of the campus community.

We offer individualized and group-facilitated experiences through course-specific and general academic assistance such as Academic Coaching, Supplemental Instruction, and Tutoring Services as well as Psych 131, an academic skills course. All of our programs and services are designed to help you become an independent, self-directed, and self-regulated learner. A graduate assistant holds a position in each program. This structure allows for collaboration among graduate assistants and opportunities to gain experience outside of your respective area.

Position Description

Academic Coaching can be defined as the one-on-one process of helping a student examine academic concerns and perceived barriers to success. Coaches provide students with semester-long academic support in areas such as time management, procrastination, test preparation, and note taking and reading strategies. They work individually with students, assess their strengths and needs, and devise a personalized plan of action.

Job Duties:

- Conduct one-on-one coaching sessions with students who wish to improve their academic performance
- Conduct targeted outreach to approximately 500 students per semester based on midterm grades and academic standing
- Track and report student information using campus-wide data management system (EAB)
- Directly supervise, hire, and train a team of 6 undergraduate Peer Ambassadors
- Monitor and coordinate campus-wide ASC presentations and outreach events
- Develop and facilitate interactive academic skill development presentations and workshops on topics such as time management, study skills, and exam preparation
- Represent the Academic Success Center at campus events and programs

Qualifications:

- Must be enrolled in a graduate degree program at Iowa State University
- Ability to manage and execute multiple projects and roles
- Ability to work autonomously and take initiative
- Exceptional written, oral, and electronic communication skills
- Ability to work as part of a team
- Ability to interact professionally with students/staff of varying ethnic groups, cultures, backgrounds, learning preferences, and dispositions
ACPA/NASPA Competencies
This graduate assistantship offers the opportunity to work toward several ACPA/NASPA competencies. The competencies most frequently intersected with this assistantship are listed below with additional information about primary job responsibilities within each.

Advising and Supporting:
- Provide individualized academic coaching, outreach, and support to students of all backgrounds
- Support and advise undergraduate Peer Ambassador team on semester long, individualized projects

Assessment, Evaluation, and Research:
- Utilize campus-wide database to ensure accurate record keeping of coaching participation and student progress
- Assess the effectiveness of academic workshops by developing and analyzing pre/post surveys
- Track and record presentation requests by monitoring the ASC presentation database

Leadership:
- Supervise and oversee the Peer Ambassador program by leading trainings and weekly team meetings
- Support Peer Ambassadors in their own development as leaders

Organizational and Human Resources:
- Hire and train new team of undergraduate Peer Ambassadors
- Develop and enhance academic online resources and handouts

Personal & Ethical Foundations:
- Recognize values and areas for growth and development as a professional
- Manage personal, professional, and academic priorities

Social Justice and Inclusion:
- Working with students from all backgrounds and identities
- Create and facilitate a Diversity and Inclusion training for student leaders in the ASC with co-graduate assistants in the office.

Student Learning and Development:
- Incorporate theories of student learning and development when conducting academic coaching workshops
- Promote student development and learning through presentations and workshops

Terms of Employment: Mid-August 2020 to Mid-May 2021, 9 months, 20 hours/week

Compensation: Stipend, Health Insurance, Dental Insurance, and Tuition Scholarships
- **Stipend:** For the 2020-2021 academic year, the Division of Student Affairs offers a stipend of $9,414 per semester for a 20 hour-per-week (½-time) assistantship. (Stipend is prorated for ¼-time and ¾-time assistantships).
- **Health Insurance:** Free single student coverage under the ISU Student and Scholar Health Insurance Plan
- **Dental Insurance:** Partially subsidized by the university, available for students and family through Delta Dental of Iowa.
- **Graduate Assistantship Tuition Scholarships:** Tuition will be assessed at resident (in-state) rate; scholarship benefit for Masters students with an assistantship of 20 hours per week or greater is 50% of tuition. Scholarship benefit for Ph.D. students with an assistantship equal to 20 hours per week or greater is 100%. Assistantships more than 10 and less than 20 hours per week receive 25% of tuition for Masters students; 50% for Ph.D. students. Please consult the Graduate College Handbook for details at: [http://www.grad-college.iastate.edu/common/handbook/](http://www.grad-college.iastate.edu/common/handbook/)

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