IOWA STATE UNIVERSITY
Academic Success Center

Job Title: Graduate Assistant
Employer: Supplemental Instruction, Academic Success Center

Position Description
Supplemental Instruction (SI) is an internationally recognized academic support program consisting of free, voluntary, peer-facilitated group study sessions for select traditionally difficult courses. The session facilitators, known as SI Leaders, are high-ability undergraduate students with strong leadership and facilitation skills. SI Leaders plan study sessions focusing on what to learn and how to learn for 30+ courses at Iowa State University. The SI Graduate Assistants work closely with the Assistant Director for SI and the Training & Development Specialist to hire, train, supervise, support, and evaluate SI Leaders, as well as part of the SI team to support all aspects of the SI program.

The SI Graduate Assistant is often the first point of contact for SI Leaders and works collaboratively with the SI staff to manage the day-to-day operations of the program. In addition, the SI Graduate Assistant designs and facilitates professional development opportunities for SI Leaders, communicates and builds relationships with faculty/instructor partners, and directly supervises SI Leaders. The SI Graduate Assistant serves in a significant leadership capacity and is provided autonomy to fulfill the responsibilities of their position.

Job Duties:
- Co-supervise around 60 SI Leaders each semester. Develop meaningful relationships with student staff, serve as a role model, coach, and mentor
- Interview and select SI Leader and SI Mentor applicants
- Design and facilitate comprehensive SI Leader and SI Mentor orientations and ongoing curriculum for staff professional development
- Assist with SI Program marketing and communication including website design, social media campaigns, and other forms of advertising to help students, staff, and faculty learn about SI
- Utilize a homegrown attendance tracking and grade reporting database designed to demonstrate the impact and effectiveness of the SI Program
- Observe SI Leader sessions to provide direct feedback and coaching to individual leaders
- Develop new program assessment initiatives and utilize assessment data for program improvements
- Work collaboratively with faculty members/instructors and academic department representatives to deliver SI
- Author reports to demonstrate program impact and create proposals to advocate for resources
- Work collaboratively with the SI staff to make decisions about the future growth of the program
- Represent the Academic Success Center at campus events and programs
- Facilitate interactive skill development presentations to classes and student organizations
ACPA/NASPA Competencies

The ACPA/NASPA competencies most frequently intersected with the ASC Graduate Assistantship position are: Advising and Supporting; Assessment, Evaluation, and Research; Organizational and Human Resources; Leadership; and Student Learning and Development. Within all of the competencies, the primary job responsibilities include, but are not limited to the following:

Advising and Supporting:
- Provide guidance to SI Leaders via session observations and follow-up meetings for feedback and goal-setting
- Co-coordinate aspects of the SI Mentor program with the SI Training & Development Specialist

Assessment, Evaluation, and Research:
- Collect, analyze, and report on data to better understand features of the SI program
- Use assessment and evaluation to improve the SI Program
- Collaborate with SI Program and ASC Staff to conduct and present on research related to academic support and success

Leadership:
- Create and facilitate orientations, retreats, and monthly meetings for SI Leaders
- Coordinate projects that focus on program development and improvement

Organizational and Human Resources:
- Interview, hire, motivate, observe, and supervise approximately 60 undergraduate SI Leaders
- Utilize electronic platforms such as Qualtrics, CyBox, Canvas, Canva, and Excel to organize aspects of program administration

Personal & Ethical Foundations:
- Recognize values and areas for growth and development as a professional.

Social Justice and Inclusion:
- 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:
- Intentionally apply student development theory and learning theory in all SI programming, training, and conversations
- Plan and facilitate presentations/workshops for campus community

Technology:
- Assist with management of the SI attendance and grade reporting database and website development

Values, Philosophy, & History:
- Find opportunities within the office and on campus to expand understanding of institutional context and work/role within that
Qualifications:

- Must be enrolled in a graduate degree program at Iowa State University
- Ability to work as part of a team
- Ability to work autonomously and take initiative
- Strong written, oral, and electronic communication skills
- Ability to interact professionally with students/staff of varying ethnic groups, cultures, backgrounds, learning preferences, and temperaments
- Implement strong problem-solving abilities
- Preferred prior experience with curriculum development, training facilitation, and supervising staff

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/)
Office: Academic Success Center

Mission Statement

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.

Values

The work of the ASC is guided by our beliefs in and commitments to:

- Providing opportunities for students to engage in **reflective, self-directed, personalized peer-to-peer learning** that leads to developing skills to become **life-long learners**.
- Supporting and advocating for **student success and retention** efforts that are **inclusive, accessible**, and **value difference**.
- Providing **consistent, high-quality** services using the most **efficient** methods of delivery possible.
- **Refining and expanding our skills and knowledge** to enable us to **share our expertise** with students, faculty, and staff and **serving as a bridge** between Academic Affairs and Student Affairs.
- Valuing **wellness** and a **holistic** approach to success. We recognize that wellbeing plays a key role in academic and personal success and consider the student as a whole when engaging to provide support.

Programs and Services

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 learn how to learn and become an independent, self-directed, and self-regulated learner. It's up to you to choose and use those supports that can help you strengthen your learning.

Contact:
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