Academic Success Center – Academic Coaching Graduate Assistant

**Office:** Academic Success Center
The Academic Success Center (ASC) enhances the academic development of students and reinforces the student centered learning environment at Iowa State University. Through proactive, intentional, and innovative programs, the Academic Success Center designs opportunities for students to achieve academic goals, develop as reflective learners, experience peer facilitated learning, and lead their peers through academic accomplishments.

The Academic Success Center serves the entire university community through multiple programs and services based on:
- Skill development (Academic Coaching, PSYCH 131: the “Academic Learning Skills” seminar, and presentations)
- Course support (Tutoring and Supplemental Instruction)

Recent Academic Success Center Graduate Assistants developed skills and knowledge to successfully transition into fulltime professional careers such as academic support, advising, and residence life.

**Position: Academic Coaching Graduate Assistant** encompasses two primary components. 1). Coaching providing face-to-face individualized support to students seeking academic skill development and support. Coaching sessions generally focus upon topics such as time management, exam preparation, motivation, note-taking/success in lecture courses and organization. 2). Outreach to struggling students who are at risk of not succeeding, identifying students through lists provided by the Registrar or Mapworks first-year survey results, or other University partners.

**Terms of Employment:** Mid-August 2016 to Mid-May 2017, 9 months, 20 hours/week

**Compensation:** Stipend, Health Insurance, Dental Insurance, and Tuition Scholarships
- **Stipend:** For the 2016-2017 academic year, the Division of Student Affairs offers a stipend of $1,900 per month for first year graduate assistants in the Division and $1,938 per month for second year students 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/
Position Responsibilities: The ACPA/NASPA competencies most frequently intersected with the ASC Graduate Assistantship positions are: Advising and Supporting, Assessment, Evaluation, and Research, Organizational and Human Resources, Leadership, and Student Learning and Development. Within these competencies, the primary responsibilities include:

Advising and Supporting:
- Provide academic coaching and/or outreach for students on warning/probation or those seeking support to improve academic performance.
  - Academic Coaching may be provided to special populations as determined by the University
- Manage Mapworks transition survey responses and provide outreach to students deemed at-risk upon survey completion.

Assessment, Evaluation, and Research:
- Plan, implement, and assess maintenance of database and accurate record keeping of coaching student participation, presenting issues and referrals.

Personal and Ethical Foundations
- Manage personal, professional, and academic priorities; create and articulate meaningful goals.

Organizational and Human Resources:
- Develop or enhance resources and handouts targeting academic strategies such as time management, motivation, etc.

Law, Policies, and Governance:
- Uphold university policies and adhere to FERPA guidelines related to student records.

Leadership:
- Develop relationships with campus constituents, emphasizing students’ academic success, retention, and persistence.
- Represent the Academic Success Center as a member of campus committees or at university events.

Student Learning and Development:
- Promote student development and learning through presentations and one-on-one meetings.
- Plan and facilitate presentations/workshops for the campus community.

Qualifications:
- Must be enrolled in a graduate degree program at ISU.
- Ability to work as part of a team with students and professionals.
- Strong written, oral, visual, and electronic communication skills.
- Ability to interact professionally with clientele of varying ethnic groups, cultures, backgrounds, learning preferences, and temperaments.
- Strong problem-solving abilities when working with struggling students.
- Prefer experience with outreach to students deemed at-risk.

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