Academic Success Center
Supplemental Instruction Graduate Assistant

**Position:** Supplemental Instruction Graduate Assistant
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 Program Coordinator for SI to supervise, hire, train, and evaluate SI Leaders, as well as part of the SI team to support all aspects of the SI program.

**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.

**Terms of Employment:** Mid-August 2018 to Mid-May 2019, 9 months, 20 hours/week

**Compensation:** Stipend, Health Insurance, Dental Insurance, and Tuition Scholarships

- **Stipend:** For the 2018-2019 academic year, the Division of Student Affairs offers a stipend of $2,100 per month for first year graduate assistants in the Division and $2,142 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 which includes a prescription drug plan (additional coverage for spouse, children, and dental is available for additional premiums).
- **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: [https://www.grad-college.iastate.edu/finance/tuitonscholarships/](https://www.grad-college.iastate.edu/finance/tuitonscholarships/)
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 guidance to SI Leaders via session observations and follow-up meetings for feedback and goal-setting
- Co.coordinate all aspects of the SI Mentor program with one other Graduate Assistant

Assessment, Evaluation, and Research
- Assess data and features of the SI program including orientation and retreat evaluations each semester

Organizational and Human Resources
- Interview, hire, motivate, observe, and supervise approximately 60 undergraduate SI Leaders alongside Program Coordinator and two other Graduate Assistants
- Manage payroll for SI Leaders/Mentors
- Utilize electronic platforms such as Qualtrics, CyBox, and Excel to organize aspects of program administration

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

Student Learning and Development
- Promote student development and learning in all SI programming, training, and conversations
- Plan and facilitate presentations/workshops for 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
- Preferred prior experience training, supervising, and database functions

Contact: Leif Olsen, M.Ed.
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