Academic Success Center
Tutoring Services Graduate Assistant

Position: Tutoring Services Graduate Assistant
Tutoring Services is the centralized academic support program consisting of peer-facilitated
group tutoring sessions (2 to 5 students) for undergraduate courses. Each year, Tutoring
Services hires over 500 undergraduate tutors to lead more than 1,500 peer-facilitated tutoring
groups. The tutors are undergraduate students with strong leadership and facilitation skills. ASC
tutors plan group tutoring sessions focusing on what to learn and how to learn.

The three Tutoring Services Graduate Assistants are often the first point of contact for tutors
and work collaboratively with the Tutoring Services Coordinator, Program Assistant, and ASC
Secretary to manage the day-to-day tasks in the program. In addition, the Tutoring Services
Graduate Assistants facilitate developmental workshops for tutors, plan networking
opportunities for tutors, and directly supervise seven tutor mentors who provide feedback to
tutors.

Job Duties:
- Directly supervise tutor mentors and co-supervise tutors.
- Review and interview tutor applicants in a group interview process.
- Manage database to match approximately 3,600 tutees with tutors each semester.
- Facilitate group orientations to communicate tutors’ responsibilities and objectives.
- Develop the tutor workshop curriculum and facilitate workshops.
- Manage conflict resolution within tutoring groups with emphasis on student learning
  and development.
- Facilitate tutoring observations and reflections.
- Organize tutor community-building events.
- Manage a programming budget of $500 each semester.
- Create promotional materials for the program.
- Develop new program assessment initiatives and utilize assessment data for program
  improvements.
- Write reports to demonstrate program impact.
- Work closely with the Tutoring Services Coordinator and Program Assistant 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.
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 Services and Supplemental Instruction)

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 $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/](http://www.grad-college.iastate.edu/common/handbook/)

ACPA/NASPA Competencies:
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:
- Collaborate with tutors and tutees to discuss questions and concerns to promote the facilitation of learning.

Assessment, Evaluation, and Research
- Conduct on-going tutor observations.
- Review end-of-the-semester tutor evaluations completed by tutees.

Organizational and Human Resources
- Facilitate tutor interviews and orientations as well as training and professional development for approximately 350 tutors.
- Supervise daily functionality of Tutoring Services database.

Leadership
- Create leadership opportunities for tutors in a peer-education setting.
- Provide leadership through interactions, training, and mentoring.
- Develop relationships with tutors and campus constituents, emphasizing students’ academic success, retention, and persistence.

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.
- Strong written, oral, and electronic communication skills.
- Ability to interact professionally with clientele of varying ethnic groups, cultures, backgrounds, learning preferences, and temperaments.
- Strong problem-solving abilities.

Contact:
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