

**Graduate Assistant – Student Success  
20-Hour Graduate Assistantship Position  
ACADEMIC YEAR: 2019-2020**

**General Description**

The Graduate Teaching Assistant reports to the Student Success Specialist for APSU 1000 under the supervision of the Director for Freshmen Retention & Advising. S/he is considered a paraprofessional member of the Student Success Center. S/he will assist in the development of curriculum for APSU 1000, run statistics on course components, advise students assigned to the department and work with the Senior Peer Leaders.

**Primary Duties and Responsibilities**

- Assist in the development of curriculum for required components of APSU 1000.
- Develop and teach lesson plans to specific sections of APSU 1000.
- Collect and analyze statistics on APSU 1000 courses.
- Serve as a resource for Senior Peer Leaders with APSU 1000.
- Assist with the delivery of services and programs offered by the Student Success Center.
- Advise undergraduate students.
- Support the Student Success Center as needed.
- Other duties as assigned.

**Essential Functions**

- Ability to communicate effectively, both orally and in writing.
- Ability to relate and work effectively with a diverse student population.
- Ability to utilize computer technology such as Microsoft Word and PowerPoint.
- Ability to prepare and keep accurate records and files.
- Excellent organizational skills and attention to detail.
- Ability to behave ethically and maintain confidentiality.
- Ability to work cooperatively and collaboratively with students, staff, faculty and the general public.

**Required Minimum Qualifications**

Full-time graduate student accepted into an APSU graduate program with an interest in working with new undergraduate students. Must be an alumnus of APSU. Able to maintain flexible hours and work occasional evenings and weekends for special events and during peak times.

**Preferred Qualifications**

Graduate students pursuing a degree in Education, Psychology or Social Work.