

**Graduate Assistant – Office of Dual Enrollment**  
**20-Hour Per Week Graduate Assistantship**  
**Position Classification: GTA**  
**ACADEMIC YEAR: SPRING 2019**

**General Description**

APSU offers a dual enrollment district collaborative in three contiguous counties—Dickson, Robertson, and Cheatham. Students from the area high schools meet in a central location in the mornings to take college courses and return to their high schools for lunch and afternoon classes.

For Fall 2019 and Spring 2020, we will need a GTA for the Bibb-White Bluff Civic Center in Dickson County. We will also need a GTA for Workforce Essentials in Cheatham County.

**Primary Duties and Responsibilities**

Supervise high school students during their online study hall to ensure that they are staying on task. Assist students with accessing D2L to complete their coursework and do biweekly assignment checks to ensure that they are not falling behind. Assist students with contacting instructors appropriately. Share questions or concerns that arise with the Director of Dual Enrollment. Assist instructors of face to face classes as needed.

**Essential Functions**

Effectively communicate with students, faculty, and administrators. Maintain high behavioral expectations. Graduate Assistant will not need to tutor, but should be familiar with academic resources and campus referrals.

**Qualifications**

Undergraduate degree and enrollment in APSU graduate program.

For the Dickson County position, student must have his/her own transportation to and from the Bibb-White Bluff Civic Center in Dickson County, which is a 49 minute/35.5 mile one-way commute from Austin Peay State University.

For the Cheatham County position, student must have his/her own transportation to and from Workforce Essentials in Cheatham County, which is a 40 minute/27.1 mile one-way commute from Austin Peay State University.

**Point of contact for this position: Samantha Mallory, Director of Dual Enrollment**  
**Email: [mallorys@apsu.edu](mailto:mallorys@apsu.edu)**  
**Phone: 931-221-7743**