

**Writing Center GA (Uncertified) – Academic Support Center
Graduate Assistant Position—Level 0**

General Description

The GA works under the direct supervision of the Writing Center Coordinator. The position is responsible for providing APSU students with the instruction and support necessary to achieve their educational goals and to help students develop effective learning habits.

Primary Duties and Responsibilities

- Assess student study habits and show methods for improving study skills.
- Assess student writing skills and show methods for improving writing.
- Promote independent learning among assigned clients.
- Promote academic integrity among assigned clients.
- Track attendance of all clients.
- Report clients who may require assistance from other programs to the Writing Center Coordinator.
- Maintain confidentiality about all aspects of the Academic Support Center.
- Expand writing and formatting knowledge towards effective review of all papers.
- Assist in the evacuation of the Writing Center during fire or severe weather.
- Maintain a safe environment for learning.
- Develop tutoring skills (knowledge and customer service).
- Perform other job related duties as assigned.

Essential Functions

- Ability to communicate effectively with faculty, staff, students, and guests of the university.
- Ability to assess individual learning styles and promote appropriate learning strategies.
- Ability to maintain accurate records.
- Ability to maintain an educational environment which encourages learning.
- Ability to make decisions and work independently.
- Ability to ensure policies and procedures are followed in all decisions.

Qualifications

Applicant must be a currently enrolled graduate student at the university with a GPA of at least 3.0 and satisfactory GRE or GMAT scores. Applicants must be recommended by a faculty member in each subject area he/she will tutor. Additionally, applicants must have earned an “A” or “B” in each course they will tutor or in a subsequent course for which the course is a prerequisite. Good customer service skills is a must. Applicant must possess basic computer skills.

**Graduate Assistant – Academic Support Center
Academic Alert Assistant**

General Description

The Academic Alert Assistant works under the direct supervision of the Academic Alert Coordinator. The position is responsible for contacting students who have been academically alerted and determining what actions may assist the student in making satisfactory academic progress.

Primary Duties and Responsibilities

- Contact students who have been academically alerted.
- Assess the needs of individual students and recommend sources of assistance.
- Coordinate for scheduling students for tutoring who request such assistance.
- Maintain accurate records of interactions with students.
- Assist in consolidating and analyzing data for the annual report.
- Present on Academic Alert, Study Skills, and Academic Support Resources to APSU 1000 and PASS 0900 classes.
- Assist in training students employees of the Academic Support Center.
- Maintain confidentiality about all aspects of the Academic Support Center.
- Perform other job related duties as assigned.

Essential Functions

- Ability to communicate effectively with faculty, staff, students, and guests of the university.
- Ability to assess challenges to academic success and promote appropriate strategies for success.
- Ability to maintain accurate records.
- Ability to make decisions and work independently.
- Ability to ensure policies and procedures are followed in all decisions.

Qualifications

Applicant must be a currently enrolled graduate student at the university. Applicants must possess good customer service skills. Prior teaching or counseling experience is desirable.