Graduate Assistant, Center for Student Success:

**Qualifications Required:** strong writing skills and extensive experience writing at the college level, strong interpersonal communications skills, strong organizational skills, experience with research and research writing, and experience using relevant technology.

**Desired:** tutoring and/or teaching experience, knowledge of composition/writing theory, knowledge of learning theory, an interest in positive psychology and a strengths-oriented approach toward writing instruction, a background in English and/or the Humanities.

**Duties and Responsibilities:**

Reporting to the Coordinator of Tutoring & Writing Services, with the full support of the Director, the GA in the Center for Student Success will:

- Partner alongside the Director and Coordinator to plan, schedule, and facilitate Tutor Training modules and professional development opportunities for tutoring staff (w/re: to CRLA Level-1 training curriculum)
- Assist with the tutor hiring and on-boarding process though new-hire orientations (clarifying the handbook/basic Center policy and procedure), as well as through tutor observations and clear evaluation process
- Assist with oversight of the Writer’s Assistance program, as well as staffing/administrative needs of SWW Composition courses
- Partner with Coordinator on fall workshops, Center outreach, advertising, and tutor-recruitment efforts

In addition, the GA will: conduct one-to-one conferences with student writers from a variety of courses in order to assist them in improving their writing skills, instruct clients in the use of writing resources available in the Center, greet students and describe the services offered, schedule client appointments, assist clients in completing required paperwork, assist in maintaining client records, assist in the promotion of Writer’s Assistance services by conducting orientations and distributing literature; attend staff meetings, maintain the physical space of the Center, and complete other duties as assigned by the Coordinator.

As a result, the graduate assistant will:

- Deepen their understanding of best practices in the field, including coordination and management of writing support services (within a multi-faceted learning center model);
- Gain an experientially-grounded understanding of the processes and systems used to identify, select, train, and develop peer tutors within a strengths-based, holistic academic support services unit;
- Contribute to the development of an emerging set of academic support services at the college.