

Graduate Assistant for Excel Program, Center for Student Success (1.0):

CSS Mission: The Center for Student Success promotes student learning, academic engagement, and timely degree completion through the coordination of peer-based academic support programs. The Center fosters student persistence and enhanced individualized student outcomes through timely communication between faculty, staff, and students.

Through collaborative efforts with faculty, academic departments and student services, the Center provides an inclusive, student-oriented learning environment which stimulates academic engagement and the acquisition of knowledge, skills, and personal attributes in support of lifelong learning.

This position is 20hrs/week and yields a 6-credit tuition waiver and \$2500 stipend per semester. A successful applicant for this position will have the following qualifications:

Required: strong interpersonal communication skills and organizational skills, initiative, demonstrated interest in student learning, leadership and/or supervisory experience

Desired: tutoring and/or teaching experience, knowledge of current trends in academic and learning theory (i.e., Socratic questioning), an interest in positive psychology and a strengths-oriented approach toward education, familiarity with technology.

Duties and Responsibilities: Reporting to the Coordinator in the Center for Student Success, with the full support of the Executive Director, the Graduate Assistant for the Excel Program in the Center for Student Success will:

- Assist in providing leadership in developing and implementing the peer-led cooperative learning model (Excel Program) for targeted courses
- Train, supervise, and evaluate student leaders for Excel Program
- Support a culture of assessment by contributing to the tracking, collection, reporting, and analysis of services
- Train, coordinate, supervise, and evaluate STAR-NY Online Tutors
- Be able to communicate policies and procedures to undergraduate staff and students who utilize the Center, acting as support to undergraduate staff as needed.
- Partner alongside the Coordinator to plan and facilitate training for student tutors and writing consultants
- Other duties as assigned to support the daily operations of the Center for Student Success

As a result, the graduate assistant will:

- Deepen their understanding of best practices in the field, including coordination and management of peer cooperative learning services (within an integrated student success model);
- Gain an experientially grounded understanding of student academic support, with a particular focus on cooperative learning techniques and active learning strategies;
- Contribute to the development of an emerging set of academic support services at the college.

To apply, please email resume, letter of interest, and TAGA Request form to:

Jessica Delaney, Center for Student Success Coordinator

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