Graduate Teaching Assistant Position- Academic Coach - Outreach and Assessment
Student Success Center

The Student Success Center is seeking a Graduate Assistant to serve as an Academic Coach and to assist with SSC Outreach and Assessment. This 2-year contract position begins June 1 and provides an annual stipend of $13,000 ($1,083 per month) in addition to a tuition waiver for Fall and Spring Semesters.

Job Requirements/Qualifications:
- Positive attitude and sincere desire to provide academic support to students
- Excellent oral communication skills, including effective phone presence and group presentation skills;
- Excellent written communication skills, including attention to detail and accuracy;
- Ability to relate to and effectively establish rapport with a diverse undergraduate student population;
- Professional demeanor, including appropriate attire for a leadership position with significant student contact, as well as maturity to function as a staff member in a university office;
- Flexibility in scheduling of work hours (must be available several Fridays each term, some evening hours, and an occasional weekend commitment);
- Proficiency with MS Office applications (esp. Word, Excel, Outlook, and PowerPoint);
- Proficiency with Adobe Creative Suite and Dreamweaver preferred;
- Willingness to develop a strong working knowledge of UT policies, procedures, and campus resources;
- Drive to contribute and willingness to roll up your sleeves and help with miscellaneous office tasks;
- Ability to create marketing material and organize student/staff events preferred;
- Excellent editing and proofreading skills preferred;
- Must be able to work well with supervisors, co-workers, students, and the university community.

Responsibilities and Tasks include, but not limited to:
Serve as an academic coach for students, parents, and other constituencies seeking advice and information through the Student Success Center (including phone calls, walk-ins, scheduled appointments, and emails):
- Consult with students on a range of academic and campus issues, including the development of strategies for time management, goal setting, test taking, and other learning strategies.
- Provide advice and information about UT policies and resources to parents concerned about their student’s performance at UT.
- Present workshops on academic success and participate in outreach events as needed.

Assist with the administration of the Student Success Center Outreach and Assessment initiatives:
- Create, revise, and distribute marketing materials.
- Create, revise, and update website materials and pages.
- Revise and edit assessment materials.
- Assist in the organization of student/staff outreach events.

Function as a member of the Student Success Center team:
- Market the office to students, parents, and other constituencies (e.g. prospective student events, orientation).
- Assist the SSC Leadership Team with outreach initiatives including but not limited to the Commons and Admissions events.
- Display initiative and resourcefulness in responding to programmatic needs.
- Respond verbally and/or electronically to requests from supervisor, staff, or students in a timely manner.
- Attend weekly staff meetings and any related training or staff development activities.
- Assist with the implementation and coordination of other Student Success programs as needed (e.g. staff development, research and benchmark reporting).

Salary/Benefits
- Tuition Waiver for Fall and Spring plus GA annual stipend; Health insurance

Term
- 20 hours/week; 12 month position at will for 2 years
- Require candidates who are able to begin June 1.