Graduate Teaching Assistant—Academic Coach for Supplemental Instruction
Student Success Center

The Student Success Center is seeking a Graduate Teaching Assistant for Supplemental Instruction. 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 in need as well as to provide university information to concerned parents, faculty, staff, and other constituencies;
• Excellent oral and 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;
• Ability to accurately prepare and maintain records and reports;
• Flexibility in scheduling of work hours (must be available for some recurring evening hours);
• Proficiency with MS Office applications (esp. Word, Excel, PowerPoint, and Outlook);
• Drive to contribute and willingness to roll up your sleeves and help with miscellaneous office tasks;
• Willingness to develop a strong working knowledge of UT policies, procedures, and campus resources;
• Experience as an SI Leader, Tutor, or Teacher preferred;
• Must be able to work well with supervisors, co-workers, students, and the university community.

Responsibilities and Tasks include, but not limited to:
• Assist with the administration of the Supplemental Instruction Program;
• Assist with the recruitment, selection, training, and supervision of SI Leaders.
• Manage schedules for and complete evaluations of evening SI study group sessions.
• Plan and direct periodic group meetings of all SI leaders.
• Promote the SI program to the campus community through the creation and distribution of flyers, emails, etc..
• Assist in planning and implementing program activities.
• Collect, report, and evaluate data on student SI participation and success.
• Build/revise material for the Supplemental Instruction Blackboard Supersite.
• 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):
  • Initiate contact, meet regularly with and maintain files for assigned student caseload, to monitor progress, and to help students achieve academically.
  • Advise students on a range of academic and campus issues, including assisting with the development of time management, goal setting, test taking, and other student success skills.
  • Prepare for each student contact by pulling records from Grades First and/or Banner; take notes regarding nature of contact; maintain student files.
• Provide advice and information about UT policies and resources to students.
• Develop and prepare materials for workshops, presentations, and events for the SSC Tutoring Center.

Function as a vital and contributing member of the Student Success Center team:
• Market the office to students, parents, and other constituencies (e.g. prospective student events, orientation).
• 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. learning communities, staff development, research and benchmark reporting).

Salary/Benefits
• Tuition Waiver plus GA stipend; Health insurance

Term
• 20 hours/week; 12 months position at will for 2 years
• Must be able to begin work at the first of June and work throughout the summer and school year.