Graduate Teaching Assistant—Academic Coach for Tutoring
Student Success Center

The Student Success Center is seeking a Graduate Teaching Assistant to serve as a Tutoring Academic Coach. 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;
- Flexibility in scheduling of work hours (must be available for some recurring evening hours);
- Proficiency with MS Office applications (esp. Word, Excel, Outlook, and PowerPoint);
- 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;
- Must be able to work well with supervisors, co---workers, students, and the university community.
- Experience as an SI Leader, Tutor, or Teacher preferred;

Responsibilities and Tasks include, but not limited to:
- Assist with the administration of the SSC Tutoring Program;
- Assist with the recruitment, selection, training, and supervision of SSC Tutors.
- Manage schedules for and complete evaluations of Tutors.
- Plan and direct periodic group meetings of all Tutors.
- Promote the Tutoring 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 tutoring participation and success.
- Build/revise material for the Tutoring Blackboard site.
- Serve as an academic coach and resource 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 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 responsiveness 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 semesters plus GA stipend; Health insurance

Term
- 20 hours/week; 12 month 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.