Graduate Teaching Assistant—Academic Coach for Workshops
Student Success Center

The Student Success Center is seeking a Graduate Assistant to serve as an Academic Coach and to assist with SSC Workshops and students on Academic Probation. This 2-year contract position begins June 1 and provides an annual stipend of $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 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 (several Fridays each term, some evening hours, and occasional weekend 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;
- Focus upon the success of our team and willingness to roll up your sleeves and help with all tasks;
- Undergraduate experience in a leadership role 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.
- Prepare for each student contact by pulling electronic academic records; take notes regarding nature of contact; maintain electronic student files.
- Provide advice and information about UT policies and resources to parents concerned about their student’s performance at UT.
- Initiate contact, meet regularly with, and maintain files for assigned student caseload of at-risk students to monitor progress and to help students achieve academically.
- Present workshops on academic success and participate in outreach events as needed.

Assist with the administration of interventions for students experiencing academic difficulty:

- Develop and prepare materials for probation workshops for freshmen and transfers on academic probation, as well as for readmission workshops for students returning to UT following a previous academic dismissal.
- Present workshops (to groups and individuals) on academic success, academic recovery, and other success topics to help students reposition for academic success.
- Collect, report, and evaluate data on student participation, grade point average, and retention.

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).
- Assist the SSC Leadership Team with outreach initiatives.
- 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 or projects as needed (e.g. learning communities, 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.