**Tutoring Graduate Assistant Position Description**

**Student Academic Success Center (SASC)**

**Title:** Tutoring - Graduate Assistant

**Responsibilities:**
- Interview potential tutors and teach them individually or in small groups about the role and goal of the tutoring center
- Develop and maintain a Tutor Training Manual (in print and on Blackboard)
- Assist with Tutor Training
- Monitor tutor success
- Research and review new tutor training material and methods
- Assist tutors in self-evaluation
- Create and maintain a Blackboard site for tutors to communicate
- Work with tutoring software products for the best access of assessment data
- Assist with constructing evaluation materials including conducting surveys for data collection, feedback and planned change
- Research special topics for tutoring and tutor training and share results with staff

**Qualifications:**
The skills most desired for this Graduate Assistant position are:

1. Listening skills: the graduate assistant must be able to carefully listen to tutors and tutees feedback about their experiences to best measure outcomes.
2. Organizational skills: the graduate assistant must be able to work independently organizing workload and special projects.
3. Enjoyment in learning: tutoring is learning how to learn, and therefore, an individual who enjoys the learning process can bring an excitement to the work.
4. Excellent communication skills: the graduate assistant will need to communicate with tutors in verbal form as well as through Blackboard.
5. Computer skills: Online tutoring requests; the tutoring program uses an online system to collect data on tutoring. The Graduate Assistant will be expected to interact with this system to assist in getting the best assessment data possible.
6. Leadership skills: It is expected that the Graduate Assistant will model good leadership skills for tutors and encourage them to become leaders themselves.
**Orientation:**
Orientation will take place before classes begin and include CSAL Orientation, Unit Orientation, and individual training with the tutoring team.

**Supervision:**
The Graduate Assistant working with the Tutoring Center would be under the direct supervision of the Director of the Tutoring Center, with by-weekly meetings for orientation and supervision. Evaluation will be a part of the by-weekly meetings. The Graduate Assistant will apply concepts of Higher Education to improve the functioning Tutoring Center as a part of the larger university learning community.