

Pew Campus Student Academic Success Center

Graduate Student Manager

Title: Pew Campus Student Academic Success Center manager. This position works closely with the Tutoring Center Assistant and Director on the Allendale Campus. The primary responsibility is to work in a Content Management System and Excel spread sheets to make tutoring assignments. Part of the work is on new initiatives within the Pew Campus Student Academic Success Center (PCSASC). One initiative would be to monitor the initial collaborative of academic support and tutoring efforts in the new PCSASC. This would include providing feedback for improvement and recommendations for change. The PCSASC manager would facilitate involvement from all facets of the GVSU community in the PCSASC. The graduate student position would work with academic departments to assess the academic support needs that the PCSASC might provide.

Terms: This would be a position for approximately 20 hours per week for a full time graduate student, preferably from the College Student Affairs Leadership (CSAL) program.

Responsibilities: The primary responsibility of the PCSASC manager would be to maintain the functioning of the center. The manager would be responsible for the collection of data and assessment of the changes that may be needed as the center grows and plans for strategic change.

- Monitor the effectiveness of the academic support taking place in the PCSASC
- Make recommendations to improve the delivery of academic support services
- Analyze data to make recommendations for change
- Utilize computer skills to post information into the web site
- Use research data to plan for future expansion in tutoring and academic support

Learning Outcomes: The graduate assistant will learn to:

- Make recommendations from the research to plan and implement change in academic support and tutoring
- Develop multiple approaches to academic support depending upon the setting and subject
- Analyze data to evaluate the centers effectiveness
- Monitor new initiatives and provide feedback
- Update and maintain PCSASC web site
- Experience in working with different academic departments on campus

Qualifications: Excellent communication skills in working within a collaborative team will be very important. Knowledge of basic statistics to analyze data would be a valuable skill. Computer skills to populate a web site would be necessary. Excellent observation skills to determine what is working and what is not working are essential skills for any candidate.

Supervision: The PCSASC will report to the Director of Tutoring and would meet for supervision bi-weekly by appointment.

Selection Process: Each candidate would provide a resume and cover letter. All qualified candidates would be interviewed by the Director of Tutoring and at least one additional member of the SASC staff.

Contact Information:

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