

GRADUATE ASSISTANT APPLICATION

Supplemental Instruction Program

The Northern Arizona University (NAU) Academic Success Centers (ASC) offer academic support services through a variety of programs. These programs include one-on-one tutoring, online tutoring, drop-in tutoring, Supplemental Instruction, and study skills workshops. The ASCs serve approximately 8,000 students each year and strive to maintain programs that assist students in being successful in their courses. The ASCs are also involved in initiatives that focus on freshman students’ transitions to college and student retention at NAU.

# Supplemental Instruction Program:

The Academic Success Centers are looking for a Graduate Assistant (GA) to work 20 hours per week to provide support for the Supplemental Instruction Program (SI). The SI program offers consistent weekly SI (student group) sessions for students taking historically challenging courses. This graduate assistantship provides an excellent opportunity for a Graduate Assistant to gain supervision experience and see how both Student Affairs and Academic Affairs can be programmatically integrated in higher education.

# Duties and Responsibilities:

* Assist with the coordination of program activities and services to ensure that goals and objectives are met
* Assist with the design, implementation, and evaluation of services
* Help develop, implement, and facilitate SI leader training
* Work with a diverse student and employee population using awareness of multicultural issues to support an effective work and service-oriented environment
* Uphold a high standard of customer service regarding SI program inquiries
* Provide administrative support and attendance tracking
* Collaborate with faculty, student affairs staff, and other university departments
* Actively engage with diverse student populations to ensure programs are inclusive and reflect the diversity of the campus community
* Select, train, supervise, mentor and evaluate SI leaders
* Observe, evaluate and develop accountability for SI leaders in multiple locations across campus
* Serve as liaison between SI leaders and faculty members
* Assist SI leaders with session scheduling; collaborate with campus departments to arrange facilities for SI sessions
* Assist SI leaders with the development of lesson plans, facilitation methods, and classroom management techniques

# Qualifications:

* Bachelor's degree and enrolled in a graduate program, preferably Student Affairs or related program
* Strong interpersonal, public relations, and oral communication skills
* Experience working with multicultural populations
* Computer competency including Microsoft Office Suite and general database experience
* Priority will be given to individuals who can work for a full academic year.

# Full-time (20 hours/week) graduate assistantships offer:

* 100% tuition remission (excluding any university and program fees)
* Waiver of the student health insurance premium
* $16,000 for a 9 ½ month contract based on the start date

The AY 2024-25 SI Graduate Assistantship begins during the week prior to both the fall and spring semesters with program training and orientation and continue through Week 16. **The Graduate Assistant must be available to work 20 hours per week during the academic year. This Graduate Assistantship requires evening and some weekend commitments.**

# Application Deadline:

**APPLICATION OPENS: February 26th, 2024 @ 8:00am**

**APPLICATION DEADLINE: March 22nd, 2024 @ 5:00pm (All application materials)**

**Applications may be e-mailed to:** [**Jane.Gilbert@nau.edu,**](mailto:Jane.Gilbert@nau.edu) **(928) 523-6977**

**Or mailed to:** Jane Gilbert, P.O. Box 6035, Flagstaff, AZ 86011

***Please type or print legibly***

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| **PERSONAL INFORMATION** | | | | | | | | | | | | | | |
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| Last Name | | First | | | | M.I. | | | NAU Employee ID | | | | | |
| Preferred Address | | | City | | | | | State | | Zip | | | Preferred Phone | |
| NAU Graduate Program  State Zip | | | | | | | | | | | | | | |
| E-mail address | | | | | | | | | | | | | | |
| How did you learn about the position? | | | | | | | | | | | | | | |
| **EDUCATIONAL INFORMATION** | | | | | | | | | | | | | | |
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|  | Name and location of school | | | Dates Attended | | | Type of Degree  Earned | | | | Curriculum | | |  |
| From | To | | Major | Minor | |  |
|  | College or University | | |  |  | |  | | | |  |  | |  |
|  | College or University | | |  |  | |  | | | |  |  | |  |
|  | College or University | | |  |  | |  | | | |  |  | |  |
|  | Other courses or training that may relate to the job for which you are applying | | | | | | | | | | | | |  |

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| **EMPLOYMENT RECORD** | | | | | | | | |
| Present or last employer | | Address | | City | | State | | Zip |
| Your job title | Start date: Leave date: | | Name of Supervisor | | Phone number | | Salary: | |

Reason for leaving: Description of responsibilities:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous employer | | Address | | City | | State | | Zip |
| Your job title | Start date: Leave date: | | Name of Supervisor | | Phone number | | Salary: | |

Reason for leaving: Description of responsibilities:

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| Previous employer | | Address | | City | | State | | Zip |
| Your job title | Start date:  Leave date: | | Name of Supervisor | | Phone number | | Salary: | |

Reason for leaving: Description of responsibilities:

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| **REFERENCES** | | | | |
| Name | Title/relationship | Address | Phone # (include  area code) | Occupation |
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May we contact your present employer? Yes ☐No ☐

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| **REQUIRED ADDITIONAL INFORMATION** |
| * Letter of Interest describing your interest in our program commenting on preferred qualifications. |
| * Resume |
| * A transcript copy of ALL previous coursework. |

***Equal Opportunity Employer***

We are an equal opportunity employer, and do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

I hereby certify that the answers and other information on this application are true and correct. I understand any

misrepresentation, or omission of facts on my part will be justification for separation from the department’s service, if employed. I understand my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information. My continued employment will depend upon my will, or the department’s will.

If you are a NAU student, in submitting and signing this application, I also authorize access to my student records to review my GPA, and any other pertinent information relevant to my application.

Signature

Date