

Weekly Tutoring Program
GRADUATE ASSISTANT APPLICATION

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.

Weekly Tutoring Program:

The Academic Success Centers are looking for a Graduate Assistant (GA) to work 20 hours per week to provide support for the Weekly Tutoring Program (WTP) and academic support programs. The WTP offers consistent weekly tutoring appointments for students in the following programs: Student Support Services (SSS), Office for Indigenous Student Success (OISS), Athletics, Office of Inclusion (IMQ), Disability Resources (DR), Louis Stokes Alliances for Minority Participation (LSAMP), Veterans Success Center (VSC), Blavin Scholars (BS), and First Scholars (FS). This graduate assistantship provides an excellent opportunity for a Graduate Assistant to see how both Student Affairs and Academic Affairs can be programmatically integrated in higher education.

Duties and Responsibilities:

- Work with a diverse population of students and campus departments (Disability Resources, Indigenous Student Success, First Year Experience, Student Support Services, etc.) in order to connect students to academic resources and study skills support.
- Assist students one-on-one to develop effective study skills and strategies for overall success in college.
- Assist with tutor training and development.
- Facilitate academic success workshops with partnering departments.
- Participate in ASC outreach activities and work closely with professional staff to achieve ASC goals, such as tutor observations & hiring tutors.
- Assist the Learning Specialist with administrative tasks related to the Weekly Tutoring Program (intakes, attendance, scheduling, email students their WTP schedule)
- Contact Weekly Tutoring Program students (phone and/or email) and provide excellent customer service
- Review Weekly Tutoring Program policies, study skills and campus resources with program participants
- Assist with Weekly Tutoring Program assessment. This will include collecting, organizing and analyzing data
- Other duties as assigned

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 Graduate Assistantship begins during the week prior to both the fall and spring semesters with program training and orientation. **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: Wed March 27th 2024 @ 5:00 PM (All application materials)

Applications may be mailed to:

Gregg Schneider

P.O. Box 6035

Flagstaff, AZ 86011

Or e-mailed: Gregg.Schneider@nau.edu

Please type or print legibly

PERSONAL INFORMATION

Last Name	First	M.I.	NAU Employee ID		
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Preferred Address	City	State	Zip	Preferred Phone
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NAU Graduate Program

State

Zip

E-mail address

How did you learn about the position?

EDUCATIONAL INFORMATION

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

EMPLOYMENT RECORD

Present or last employer	Address	City	State	Zip
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Your job title	Start date: Leave date:	Name of Supervisor	Phone number	Salary:
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Reason for leaving:

Description of responsibilities:

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

Description of responsibilities:

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

Description of responsibilities:

REFERENCES

Name	Title/relationship	Address	Phone # (include area code)	Occupation

May we contact your present employer? Yes No

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