Graduate assistantship programs at the University of Arizona (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

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NAU Graduate Program

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Your job title  | Start 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:  | Name of Supervisor | Phone number | Salary:  
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Reason for leaving:  
Description of responsibilities:  

| REFERENCES  
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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