

Tutoring Programs
GRADUATE ASSISTANT APPLICATION

The Northern Arizona University (NAU) Academic Success Centers (ASCs) offer academic support services through a variety of programs. These programs include 1:1 tutoring, online tutoring, drop-in tutoring, Supplemental Instruction, academic success workshops, and academic mentoring. The ASCs serve over 9,000 students each year and provide programs that assist students in being successful in their courses. The ASCs are also involved in initiatives that focus on freshmen students' transitions to college and student retention at NAU.

ASC Tutoring Programs:

The Academic Success Centers are looking for a Graduate Assistant to work 20 hours per week to provide support for the ASC Tutoring Programs. The Graduate Assistant will assist the Tutoring Coordinator in overseeing a staff of 35 tutors at the North & South Academic Success Center. The Graduate Assistant will gain valuable experience in supervision, training, outreach, and program management. 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.

“My Graduate Assistantship with the Academic Success Centers at NAU was an incredibly valuable experience for my professional development and career trajectory. Through the position I enhanced my skills in supervision, curriculum development, forming and maintaining campus partnerships, conducting training and meetings, and presentation and communications skills. I was able to focus on different projects each semester, which gave me a wide variety of opportunities to work on different skill sets, and kept the job feeling fresh and fun! The team is so supportive, and being able to work with students directly in supervision, while working behind the scenes with hiring and training development offered the best of both worlds.” – Ellinoa Blake, Former ASC Graduate Assistant

Duties and Responsibilities:

- Assist the ASC Tutoring Coordinator with the day to day operations of the ASC tutoring program.
- Assist with tutor hiring, programming, supervision, and evaluations for both locations.
- Facilitate tutor training and provide on-going professional development to student employees.
- Create a welcoming and inclusive atmosphere through assisting with the student and staff check-in process as needed.
- Assist with ASC marketing and outreach efforts, including production of marketing materials, recruitment, class visits, faculty communication and social media support.
- Assist with database maintenance and data integrity projects.
- 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.
- Willingness to learn about tutoring best practices and theory; prior experience as a tutor *is not required*.

Salary:

Academic Success Centers

- \$14,000 Stipend
- Full Tuition Remission Benefit
- Paid Health Insurance

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 some evening and weekend commitments.**

Application Period Closes: 4/28/2022

Applications may be e-mailed to:

Sujey Ramos
Assistant Director
Academic Success Centers
sujey.ramos@nau.edu

Applications may be dropped off:

North ASC, Union Fieldhouse RM 252J
ATTN: Sujey Ramos

ACADEMIC SUCCESS CENTERS
GRADUATE ASSISTANT APPLICATION

If you have any questions call Suje Ramos 928-523-2159.

Please type or print legibly

PERSONAL INFORMATION

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

NAU Graduate Program

E-mail address

How did you learn about the position?

EDUCATIONAL INFORMATION

Name and location of school	Dates Attended	Type of Degree	Curriculum
	From To	Earned 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
Your job title	Start date: Leave date:	Name of Supervisor	Phone number	Salary:

Reason for leaving:

Academic Success Centers

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.

Academic Success Centers

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 _____