

Tutoring Programs
GRADUATE SERVICE ASSISTANT (GSA) APPLICATION

The Northern Arizona University (NAU) Academic Success Centers (ASCs) offer academic support services through a variety of programs and services. These programs include 1:1 tutoring (online and in-person), drop-in tutoring, the Math Achievement Program, 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 (ASC) are looking for a Graduate Assistant to work 20 hours per week to provide support for the ASC Tutoring Programs (Tutoring and the Math Achievement Program (MAP)). The Graduate Assistant will assist the Assistant Manager, Tutoring Programs in overseeing a staff of about 65 Peer Educators. 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 Graduate Assistant

Duties and Responsibilities:

- Assist the ASC Assistant Manager, Tutoring Programs with the daily operations of tutoring programs.
- Assist with peer educator hiring programming, supervision, and evaluations.
- Facilitate training and provide on-going professional development to student employees.
- Create a welcoming and inclusive atmosphere through assisting operations in the MAP room as needed.
- Assist with ASC marketing and outreach efforts, including recruitment, class visits, and faculty communication.
- 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*.

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

- 100% tuition remission (excluding any university and program fees)
- Waiver of student health insurance premium
- \$16,000 stipend for an academic year term

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. To learn more please visit <https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/>

Priority Application Deadline: March 19, 2025

Applications may be emailed to:

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

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

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
Your job title	Start date: Leave date:	Name of Supervisor	Phone number	Salary:	

Reason for leaving:

Description of responsibilities:

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:

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:

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