Academic Success Center (ASC) – Learning Support Unit – Tutoring Program

Graduate Assistantship Application Process

Job Description:
The Tutoring Program graduate assistant (GA) will play a key role in helping with the day-to-day operations of the Tutoring Program in the Learning Support Unit. The Tutoring Program is for undergraduate UNLV students. It’s a free opportunity for them to get assistance with courses they are struggling with or need clarification with assignments. The primary responsibilities of this position will be to assist with oversight and management of the Tutoring program and both Tutoring lab locations.

The Academic Success Center (ASC) provides a variety of services for UNLV students. The main services include:

1) Learning Support – oversees the academic coaching, campus-wide tutoring, supplemental instruction program, and the math bridge program.
2) Academic Transitions – includes first year and second year experience programs
3) Academic Advising – advises undergraduate students who have not chosen a major upon admission
4) Student Athlete Academic Services (SAAS) – provides individualized support for all student athletes

Visit our website at https://www.unlv.edu/asc to learn more about the ASC.

Minimum Qualifications:
• Must be fully admitted to any Master’s or PhD program at UNLV
• Maintain good academic standing (i.e. 3.0 GPA or higher)
• Be able to build rapport with students, ASC colleagues, academic advisors, and representatives from campus departments
• Have strong communication and presentation skills
• Possess strong computer skills working with excel spreadsheets
• Monitor and approve hours for staff
• Be able to refer students to appropriate resources
• Be sensitive to the varied needs of a diverse student body
• Be able to work as a team with student workers, graduate assistants, and full time staff
• Be able to work with diverse co-workers and students
• Be able to think critically and creatively to problem solve and enhance program
• Familiarity with campus resources as it pertains to diversity: know how to refer students to the appropriate authority

Responsibilities:
• Participate in all semester meetings and trainings
  o Training takes place the Thursday or Friday before each session of the program begins
  o Weekly meetings and bi-weekly meetings are scheduled each semester
• Maintain 20 hours per work with majority of those hours assigned to specific Tutoring tasks
• Be available to work and/or be a graduate assistant during summer
• Attend weekly one on one meeting with the coordinator
• Attend bi-weekly GA meeting – determined at the beginning of the semester to accommodate schedules
• Conduct one-on-one evaluations of Tutoring student staff (including mentor tutors and tutors)
• Assist with staff development and training
• Make appropriate referrals when necessary to other campus departments and organizations
• Participate in ASC presentations at New Student Orientation and other outreach events
• Monitor Tutoring schedule and make sure it is up to date
• Oversee marketing for Tutoring lab and be familiar with social media
• Some evening and weekend responsibilities required
• Assist with basic data analysis through Microsoft Excel and Qualtrics surveys
• Projects as assigned

**Application Requirements for Graduate Assistants who have NOT worked at the Academic Success Center previously:**

- Complete GA application on the Graduate College page: [http://graduatecollege.unlv.edu/ga/](http://graduatecollege.unlv.edu/ga/)
  - Mark the box that indicates: “I wish to be considered for an assistantship”
  - Indicate the Academic Success Center as your preferred place to apply.
- Submit the following documents in one packet:
  - Complete UNOFFICIAL transcripts from all previous institution(s) – international transcripts must be translated into English
  - Unofficial copy of graduate school entrance exam score (i.e. GRE, GMAT) if applicable to your program
  - A resume and cover letter detailing reasons why this position is of interest
  - List 3 professional references, include their name, contact information and current position
- All applicants will be notified if they are selected for an interview.
- Interviewees must prepare a 15 minute presentation on why a student should utilize the Learning Support programs in the Academic Success Center

**Start Date:** Spring 2016

Position will be open until filled

**Submit all application materials in person or mail to:**
Elle House
Academic Success Center
University of Nevada, Las Vegas
4505 Maryland Parkway, Box 452001
Las Vegas, NV 89154-2001