Supplemental Instruction/Tutoring Graduate Program Leader Application Process

Academic Success Center (ASC) – Academic Transitions and Learning Support (ATLS) Unit

Program Description:
The ASC Supplemental Instruction (SI) and Tutoring Programs provide content-learning support by way of peer-led, group environments. Whether it’s through peer-assisted study sessions partnering with historically difficult courses, or drop-in group-tutoring labs at locations across campus, undergraduate students have access to guided reviews of subject material and learning strategies with peers for a deeper understanding of course content. Primary ASC Tutoring locations include the Lied Library (LLB) Tutoring Lab and the Engineering Tutoring Lab in TBE A207; ASC SI sessions are held across campus and are led by peer leaders that attend partnering courses with students.

The SI/Tutoring Graduate Program Leader role is an introductory education program for qualified graduate students. Classified as a Professional Development Graduate Research Assistant (PDGRA), a Graduate Program Leader is considered a professional-staff-in-training and will have access to introductory supervisor and leadership experience, and facilitate real-time best practices within learning support programs. They will also have an opportunity to work in data collection and basic analysis in support of higher education initiatives.

Duties of Graduate Program Leaders include assisting the Senior Coordinator and other professional staff members with staff supervision, training, and continuing education for quality assurance purposes. Other duties include data management, marketing, recruiting, evaluating staff, and outreach projects. This role may also include but is not limited to: observing SI sessions or Tutoring performance, conducting ASC presentations at campus and community events, developing SI and Tutor materials, refining data collection methods, and fostering UNLV interdepartmental partnerships across campus.

Please visit the Tutoring website for more information on Tutoring: https://www.unlv.edu/asc/tutoring

Please visit the SI website for more information on Supplemental Instruction: https://www.unlv.edu/asc/si

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

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

Please visit the ASC website for more information: http://www.unlv.edu/asc
Minimum Qualifications:
• Must be fully admitted to a Master’s or Ph.D. program at UNLV
• Must be enrolled in a minimum of 3 units during the Summer; 6 or more units during the school year
• Maintain good academic standing (i.e., 3.0 GPA or higher)
• Be able to build rapport with students, ASC colleagues, Tutors, SI Leaders, and representatives from campus departments
• Be able to work as a team with student workers, graduate assistants, and full time staff
• Have strong communication and presentation skills
• Be able to refer students to appropriate resources
• Be sensitive to the varied needs of a diverse student body
• Possess strong computer skills including: Google (Docs, Sheets, Slides); Prezi, Microsoft Word, and Excel; MyUNLV and Qualtrics
• Be able to think critically and creatively to problem solve and enhance programs

Preferred Qualifications:
• Experience working in higher education settings with a high degree of student and faculty interaction.
• Experience supervising student workers and modeling quality assurance standards.
• Experience working for an organization with performance metrics and tracking mechanisms.
• Demonstrated report writing, assessment, and data analysis experience.
• Excellent leadership, organization, and planning skills.

Graduate Assistant Responsibilities:
• Participate in a mandatory training program the week before the semester begins.
• Maintain 20 office hours during normal business hours Monday – Friday and some evenings/weekend hours as assigned.
• Conduct one-on-one meetings with student staff during normal business hours Monday – Friday.
• Monitor student staff progress with submitting lesson plans, attendance sheets, and continuing education assignments.
• Conduct research and prepare reports for the Senior Coordinator and other professional staff
• Document and maintain individual case notes for assigned student staff
• Make appropriate referrals when necessary to other campus departments and ASC Learning support units.
• Develop, lead, and facilitate academic success themed presentations and workshops for co-workers, students, departments, and community organizations.
• Complete other duties as assigned.
Application Requirements for the posted Graduate Assistant position are the following:

- 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) if applicable to your program
  - a resume and cover letter detailing reasons why this position is of interest
  - a writing sample (between 500-750 words) expanding on the concept of productive struggle as defined by the MIND Research Institute, and how it can be applied to students of a university environment
  - list 3 professional references, include their name, contact information and current position
    - One reference should be from your Academic Advisor
    - One reference should be from a UNLV faculty member
- All applicants will be notified if they are selected for an interview via email.

**Start Date:** Fall 2020

Position will be open until filled

**Submit all application materials in person or mail to:**

Michael J. Ramirez  
Senior Coordinator of Supplemental Instruction and Tutoring  
Academic Success Center  
University of Nevada, Las Vegas  
4505 Maryland Parkway, Box 452001  
Las Vegas, NV 89154-2001

**Important Notes:**

- Qualified applicants must be available to work the full 2020-2021 Academic Year.
- Those candidates invited to interview for the Graduate Program Leader program must prepare a 15-minute presentation on how the ASC Tutoring and SI programs are part of the successful university experience; and should note concepts such as Social Cognitive Learning Theory, Instructional Scaffolding and Bloom’s Taxonomy.
- In order to be considered for the initial round of interviews, all materials must be received by 5pm Friday, April 3rd, 2020.
- This search will remain open until filled.

Initial interviews will be scheduled after April 6th, 2019