



Center for Learning And Student Success  
Undergraduate Studies  
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### Academic Support Graduate Teaching Assistant Position

The Center for Learning and Student Success (CLASS) at Florida Atlantic University is seeking two graduate students to assist with all aspects of the center's academic support programs.

The Center for Learning and Student Success employs, trains, and manages many undergraduate student workers to provide academic support (e.g., tutoring and Supplemental Instruction) to the undergraduate student population. Reporting directly to the Assistant Director, this position will support the ongoing operations of the center's academic support programs. This is a great opportunity for graduate students interested in student development, Appreciative Education, student supervision, staff training, academic support services, academic coaching and/or educational technology.

Some responsibilities of the Academic Support Graduate Teaching Assistant will include:

- (1) Provide direct tutoring and academic support in appropriate areas in relation to the GTA's academic area of interest. This can be discipline-specific (course specific) tutoring and/or academic success skills tutoring.
- (2) Assist with the selection, evaluation, and on-going training of tutors/SI Leaders. A major component of the GA position includes working on development of training materials, conducting training sessions with tutors/SI leaders, and conducting evaluation and feedback meetings with the team members.
- (3) Assist with data collection and maintenance of records to include basic data entry and statistical analysis of student outcomes through the production of reports.
- (4) Additional assistance related to academic support programs as required (such as scheduling space on campus for SI sessions/exam reviews; creating flyers or copies; collaborating with various departments to provide support; etc.)

*Applicants must be admitted for a graduate program starting in either the summer 2022 semester or fall 2022 semester. Preference will be given to individuals who are able to work in summer 2022 (even if they are not yet enrolled in courses). Students must be enrolled as a full-time, degree-seeking graduate student and maintain a minimum 3.0 GPA throughout their graduate studies to be eligible for a graduate tuition waiver (in-state tuition waiver only). In addition to the graduate tuition waiver (waives in-state tuition for 9-10 credits in fall and spring not inclusive of fees), the selected graduate assistant will earn \$15, depending on experience and qualifications, for up to 20 hours each week. This position is on a semester-by-semester basis with the possibility of continuation pending performance review and funding. The selected candidate must commit to working a minimum of one summer semester.*

**Skills required:** Strong written and verbal communication skills; ability to manage and evaluate student staff in an effective manner, proficiency with educational technology such as Microsoft Office, Canvas, and Zoom; and most importantly enthusiasm for supporting students!

**Application Process:** Please submit cover letter/letter of interest, resume, and a list of three professional references to Patrick Dempsey ([pdempse2@fau.edu](mailto:pdempse2@fau.edu)), Interim Director of the Center for Learning and Student Success. Candidates will be contacted and offered an interview.