

GRADUATE ASSISTANTSHIP

Academic Support | academicsupport.auburn.edu | 334.844.5972 | academic_support@auburn.edu | @AUAcadSupport

GENERAL INFORMATION:

Position: *Academic Support Graduate Assistant, Academic Coaching*

About the Academic Support Program: Academic Coaching is a personalized program empowering students to achieve action-oriented goals with the application of improved study strategies

Type: Graduate Assistantship; Students must be enrolled in a graduate program at Auburn University

Hours: 20 hours/week assistantship; Weekly schedule to be mutually agreed upon

Pay: Eligible for tuition waiver; FTE 0.50, monthly stipend

Dates of Employment: Annual position (fall-spring, summer dependent upon need and fit)

Supervisor: Samantha Ansley, M.Ed., LPC – Coordinator, Academic Coaching

POSITION RESPONSIBILITIES:

Primary:

- Foster student learning by coaching students in academic strategies, habits, skills, and knowledge of tools and resources in a variety of areas such as goal setting, time management, test taking, online learning, wellness, workload management, and more
- Facilitate student connections to campus resources serving as a cultural navigator
- Advance Academic Coaching program, including completing College Reading and Learning Association level 1 peer leader training and participating in the Buddy Mentorship program
- Maintain digital and analog records using appropriate language in documentation
- Actively engage in team meetings to support students, set realistic plans for assisting students, and progress program action items and projects
- Promote Academic Support outreach efforts including workshops and university events

Secondary:

- Maintain accurate employment records including time keeping, observations, and data reporting
- Participate in professional learning opportunities at the program, office, and institutional levels, including a departmental Professional Learning Group
- Strategic use of variety of technological platforms (Box, Advise Assist, Qualtrics, Microsoft Office suite, Microsoft Teams, Trello, Zoom)
- Act as a professional representative and member of Academic Support and its programs by modeling professional and educational ideals
- Other duties as assigned

QUALITIES/SKILLS:

Required: Bachelor's degree; Enrollment in an Auburn University graduate program of study aligned with the role; Demonstrated strengths in communication and professionalism; An informed commitment to inclusion and diversity in education; Cumulative GPA over 3.0

Desired: Experience in teaching, tutoring, and/or helping position(s); Motivated to serve Academic Support and college population; Ability to work autonomously; Attention to detail; Strong personal initiative and integrity

LEARNING OUTCOMES:

Student Employees of Academic Support will:

- Understand and apply strategies and tools to promote self-directed learning that contributes to a positive graduate education experience at AU
- Develop and demonstrate affective intelligence that includes verbal and non-verbal communication, listening and responsiveness, self-regulation, diversity and inclusion, and collaboration

