

University of Northern Iowa

Academic Learning Center

Position Title: College Reading & Learning Center Supportive Seminar Graduate Assistant

Reports to: Emily Borcharding, CRLC Coordinator, 008 ITTC, Emily.borcharding@uni.edu, (319) 273-2361

Terms of Employment:

- For the fall semester: 20 hours per week, beginning August 21, 2017 and ending December 15, 2017. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 8, 2018 and ending May 4, 2018. Does not include the week of Spring Break.
- Specific work schedule to be arranged.

Compensation:

- Full assistantship salary is \$5,120 per semester.
- Salary will be prorated weekly for a late start.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures:
<http://www.grad.uni.edu/assistantships/>

Position Description:

The mission of the Academic Learning Center (ALC) is to inspire, challenge, and empower students to achieve academic success. The ALC is comprised of six programs that encompass advising, tutoring, and testing services. For more information about the Academic Learning Center, visit our website at <http://www.uni.edu/unialc/>.

One of the ALC's programs is the College Reading and Learning Center (CRLC). The CRLC provides services to help students develop and apply effective reading, learning, study, and time management strategies. This position will support the CRLC programs.

Characteristic duties and responsibilities include:

1. Participating in ongoing training related to academic coaching.
2. Studying related research in areas including academic coaching and supporting students from diverse backgrounds.
3. Meeting students in individual advising and/or tutorial sessions and referring students to appropriate resources as necessary.
4. Creating and presenting workshops for UNI students, faculty, and staff.
5. Preparing, presenting, and evaluating materials for the Strategies for Academic Success course.
6. Assisting in the leadership of the Supportive Seminar program, including tracking and analyzing data for the Supportive Seminar program.
7. Attending and contributing to staff meetings and individual meetings within the department.
8. Preparing an end-of-semester document for program planning and evaluation.

9. Maintaining accurate records of services provided to students.
10. Maintaining confidentiality of students and following departmental policies and procedures.
11. Creating and updating program resources as needed.
12. Creating Supportive Seminar and CRLC Marketing.
13. Assisting the CRLC Coordinator with other program duties as requested.

Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Required qualifications include: attention to detail; effective oral and written communication; a desire to help others succeed; and responsibility and ability to keep commitments.
- The candidate should be comfortable working with students from various backgrounds and majors.
- The candidate should be comfortable gaining expertise in unfamiliar areas such as studying and reading and learning processes.
- Tutoring, advising, presenting, and/or researching experience is helpful, but not required.

Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at <http://www.grad.uni.edu/assistantships>) to Emily Borcharding (Emily.borcharding@uni.edu).

Applications received by March 10, 2017 will be given preferential consideration.