

KANSAS STATE

UNIVERSITY

Academic Achievement Center

AAC Tutoring Services Graduate Assistant

Job Summary

The Academic Achievement Center Tutoring Services (AAC Tutoring Services) works to support students to reach their academic goals to find new levels of success at K-State and are instrumental in the impact on students' pathway and persistence to graduation. The AAC Tutoring Services GA will assist with the necessary research and development of the services to more strategically impact students. The focus of the GA will be in helping to identify areas for growth to maximize the work we do with students and meet the increased need for tutoring.

Requirements

- Must be a full-time graduate student at Kansas State University
- Strong written and verbal communication skills
- Enthusiastic about supporting students and student development
- Available to work 20 hours per week

Compensation:

This position pays \$13.74/hour paid on a bi-weekly basis for a 9-month appointment, In-state tuition rates

Range of Responsibilities

- Assist with day-to-day operations of tutoring services: interviewing and training tutor applicants, assisting with scheduling students and tutors, overseeing professional development of tutors and office staff
- Training: Assist with initial training and orientation for tutors about technical AAC Tutoring Services policies, procedures, and operations
- Curriculum development: Research, further develop, and/or offer suggestions for effective tutor training methods
- Development of the tutoring program: Research effective tutoring centers for ideas to increase student reach
- Collect program data and organize for assessment: Pull together data that is being collected in various places to one resource and explore various methods and other data collection opportunities
- Support outreach: Assist with browsing fairs and campus events to

- increase student awareness of services
- Events development and outreach: Work with the tutoring staff to develop outreach events and ideas
 - Collaboration: Coordinate efforts with campus partners to organize and promote services at satellite tutoring locations
 - Evaluation: Support evaluation efforts by offering ideas for improving evaluation tools and provide constructive feedback to tutors after observing session(s)

Kansas State University embraces diversity and promotes inclusion in every sector of the institution. The university actively seeks individuals whose commitments and contributions will advance the University's dedication to the Principles of Community.