



UNIVERSITY COLLEGE

Illinois State University

Position: Graduate Assistant in University College/Academic Services and Curriculum Services (Visor Center)

Length of Contract: Fall Semester 2024; Spring Semester 2025; 20 hours per week positions available with some evening and weekend hours required

General Summary:

University College **Visor Center** Graduate Assistants in Academic Services and Curriculum Services support and execute the programs and services of University College and the Julia N. Visor Academic Center. The Julia N. Visor Academic Center consists of 7 professional staff, approximately 10 graduate assistants, and about 100 student employees. While each staff member has specific programmatic responsibilities, the center operates as a team, and therefore, graduate assistants work with a diverse mix of both academic support services and programmatic responsibilities. This position involves direct student contact in a one-on-one environment. In executing the duties of this position, the Graduate Assistant supports the goals and objectives of University College.

Academic Services and Curriculum Services Graduate Assistants provide academic coaching to Success 101 students; assess students' needs and customize services to meet those needs; present academic skills workshops; provide evening and weekend supervision of undergraduate student staff; learn about and complete administrative components of higher education work; and create and test a philosophical approach for their career.

Principal Duties and Responsibilities:

In addition to the above duties, Graduate Assistants will have specific programmatic responsibilities in one of the following areas:

1. Assist in the coordination and programming of the curricular programs of University College such as first-year transition courses.
2. Assist with the supervision, evaluation, and training of content tutors and Supplemental Instruction Leaders in Academic Services.
3. Assist in the coordination of the CRLA certified Peer Mentor program, including participation in the selection and training of participants.
4. Utilize best practices in teaching and learning to assist students in their academic journey.
5. Assist in serving as a liaison for students in academic support communities such as Hope Chicago, One Goal, Phoenix Pact, and Bottom Line.
6. Other duties as assigned or discussed with supervisor.

Remuneration: Graduate Assistants in University College/Julia N. Visor Academic Center will receive a full tuition waiver and a \$1300 per month stipend.

Required Qualifications:

1. Interest in promoting equitable academic achievement for all students
2. Interest in working with diverse student populations
3. Excellent written and oral communication and interpersonal skills
4. General computer knowledge and competence, specifically experience with Microsoft Office Suite