**ISU Academic Success Center**

**Academic Success Navigator Unit**

**Graduate Assistant**

**Fall 2023 – Spring 2024**

**About ISU Academic Success Center**

The Academic Success Center (ASC) provides opportunities for students to develop skills that promote success, practice leadership, and become self-directed learners through the delivery of centralized, high-quality academic support services that are responsive to the needs of the campus community.

**About the Academic Success Navigator Unit**

The Academic Success Center launched this intake wing in Spring 2023 in response to a combination of structural reorganization within the ASC, general trends within collegiate student affairs divisions, and the rates of engagement and retention rates among Iowa State programming. This service offers an individualized approach to connecting students with resources within ASC and Iowa State University with the goals of increasing retention rates and improving the student experience. Navigator meetings are free and available to all students but are geared toward undergraduates. Navigator Meetings are housed in Hixson-Lied Student Success Center and are also offered online.

**Position Overview**

The ASC Navigator Unit Graduate Assistant supports the Coordinator of the Academic Success Center Navigator Unit. As part of the graduate assistant team, this position also supports the day-to-day programs, research goals, and decisions in the Academic Success Center.

**Responsibilities:**

* Student Support (50%)
  + Hold one-on-one meetings with students and refer them to campus resources
  + Maintain and facilitate ASC Multipurpose Space
  + Mentor and supervise front desk student assistants on in-office days
* Administrative Support (25%)
  + Attending weekly staff meetings
  + Maintaining email correspondence and Navigate software
  + Tracking analytics (Excel, Navigate, Qualtrics, etc.)
* Outreach Initiatives (25%)
  + Attend and present at outreach events
  + Assist in the development of program
  + Other duties as assigned

**Qualifications:**

* Enrollment as a graduate student at Iowa State University
* Experience working in student affairs, student outreach, or academic support programs.
* Experience in a leadership or mentoring role – this can be in a variety of contexts, academic or otherwise
* Ability to work as part of a team
* Desire to foster a welcoming environment at the ASC in accordance with Iowa State’s [Principles of Community](https://www.diversity.iastate.edu/connect/principles)
* Strong communication and interpersonal skills

**Dates of Employment:**

* One week before each semester through finals week (with renewal the following year based on satisfactory performance)
* Guaranteed time off for university holidays and Fall, Spring, & Winter Break

**Hours**

* Hours are based on ¼ time (10 hours) or ½ time (20 hours) assistantship appointments.
* Hours are flexible and can be scheduled around classes. These are scheduled within ASC office hours (typically 8 am - 5 pm with occasional evening events).
* Hours are in-office only.
* Time off can be requested for professional events like conferences.

**Compensation**:

* Fall-Spring: ½ time assistantship
* Full explanation of Benefits for Graduate Students is in the [Graduate College Handbook in section 3.2.5.](https://www.grad-college.iastate.edu/handbook/chapter.php?id=3#3.2)

**Application Steps**

Please be prepared to complete the following items:

* Application, which includes:
  + Contact and academic information
  + Name and contact information for a professional reference
  + Resume
  + Your education, including your current major and GPA, should be clearly listed.
  + Include all job, academic, and/or leadership experiences that may be relevant to this role.
  + Cover Letter
    - Please be sure to address how you meet all required qualifications (commitments and skills) listed above with 1-2 specific examples. Please address how your current experiences are an asset to the ASC and how the ASC would benefit your academic and/or career journey.

**Deadline: April 28, 2023**

We will reach out to selected applicants via email to schedule potential interviews after the applications close. Any questions about application materials should be sent to Coordinator for the Academic Success Navigator Unit, Elizabeth Helmick: ehelmick@iastate.edu.