

IOWA STATE UNIVERSITY

Academic Success Center



Job Title

Graduate Assistant

Employer

Academic Skills Coaching, Academic Success Center

Academic Success Center

The Academic Success Center 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.

We offer individualized and group-facilitated experiences through course-specific and general academic assistance such as [Academic Skills Coaching](#), [Writing and Communication Consultations](#), [Supplemental Instruction](#), and [Tutoring Services](#). All of our programs and services are designed to help students become independent, self-directed, and self-regulated learners. A graduate assistant holds a position in each program. This structure allows for collaboration among graduate assistants and opportunities to gain experience outside of your respective area.

Position Description

Academic Skills Coaching is a one-on-one process of helping a student examine their academic concerns and perceived barriers to success. Coaches provide students with ongoing academic support in areas such as time management, procrastination, test preparation, and note taking and reading strategies. They work individually with students, assess their strengths and needs, and devise a personalized plan of action.

Job Duties:

- Serve as the coordinator and administrator for Academic Skills Workshops and outreach events including developing workshops, responding to workshop requests, and training and assigning facilitators
- Conduct one-on-one coaching sessions with students who wish to improve their academic performance
- Conduct targeted outreach each semester based on midterm grades and academic standing
- Track and report student information using campus-wide data management system (EAB Navigate)
- Directly co-supervise, hire, and train a team of undergraduate Peer Academic Skills Coaches
- Monitor and coordinate campus-wide ASC presentations and outreach events
- Develop and facilitate interactive academic skill development presentations and workshops on topics such as time management, study skills, and exam preparation
- Represent the Academic Success Center at campus events and programs

Qualifications:

- Must be enrolled in a graduate degree program at Iowa State University
- Ability to manage and execute multiple projects and roles
- Ability to work autonomously and take initiative
- Exceptional written, oral, and electronic communication skills
- Ability to work as part of a team
- Ability to interact professionally with students/staff of varying ethnic groups, cultures, backgrounds, learning preferences, and dispositions

ACPA/NASPA Competencies

This graduate assistantship offers the opportunity to work toward several ACPA/NASPA competencies. The competencies most frequently intersected with this assistantship are listed below with additional information about primary job responsibilities within each.

Advising and Supporting:

- Provide individualized academic coaching, outreach, and support to students of all backgrounds
- Support and advise undergraduate team of Peer Academic Skills Coaches on development of role-related skills

Assessment, Evaluation, and Research:

- Utilize campus-wide database to ensure accurate record keeping of coaching participation and student progress
- Assess the effectiveness of academic workshops by developing and analyzing surveys
- Track and record presentation requests by monitoring the ASC presentation database

Leadership:

- Co-supervise and oversee the Peer Academic Skills Coaching program by leading trainings and weekly team meetings
- Support Peer Academic Skills Coaches in their own development as leaders

Organizational and Human Resources:

- Hire and train new undergraduate Peer Academic Skills Coaches
- Develop and enhance online academic resources and handouts

Personal & Ethical Foundations:

- Recognize values and areas for growth and development as a professional
- Manage personal, professional, and academic priorities

Social Justice and Inclusion:

- Working with students from all backgrounds and identities
- Integrate topics of Diversity and Inclusion into trainings and team meetings for student leaders

Student Learning and Development:

- Incorporate theories of student learning and development when conducting academic coaching workshops and one-on-one appointments

Terms of Employment:

Compensation:

- Fall-Spring: ½ time assistantship
- Full explanation of Benefits for Graduate Students is in the [Graduate College Handbook in section 3.2.5.](#)

Contact:

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