

### **About ISU Academic Success Center**

The Academic Success Center (ASC) provides comprehensive academic support services that ensure the success of Iowa State University students. We empower students to seek academic support and collaborate with our trained peer leaders to promote impactful learning and community for all. The ASC is committed to offering resources, guidance and support, and facilitating academic excellence for all students.

### **Position Overview**

Undergraduate Academic Success Navigators support the Academic Success Center mission by providing students with individualized referrals to ASC services and other campus resources. Navigators are knowledgeable about Iowa State offerings and assist students in processes for receiving support, such as applying for tutoring or making an academic coaching appointment. These meetings serve as intake for the ASC to ensure each student takes advantage of the most suitable offerings for their individual needs. Undergraduate Navigators work 6-8 hours weekly and will be paid \$15.00 an hour.

### **Responsibilities & Career Competencies:**

Academic Success Navigators will develop essential career competencies in the following areas.

- **Collaboration and Teamwork**
  - Collaborate regularly with peer navigators, graduate assistant supervisor, and professional staff
- **Professionalism and Communication**
  - Hone interpersonal skills by holding 1:1 appointments with students
  - Gain public speaking experience by facilitating ASC overview workshops to campus partners, classrooms, and student organizations
- **Learning and Application**
  - Learn and apply consultation styles, such as motivational interviewing and empathetic listening
- **Critical Thinking and Problem Solving**
  - Analyze problems and provide students with well-reasoned guidance to manage or overcome struggles
  - Organize, align, and prioritize tasks for positive change
- **Leadership**
  - Serve as mentor and role model for students seeking academic success navigation
  - Inspire, guide, and empower others to achieve their goals

- **Intercultural Perspectives**
  - Engage with students from differing identities, backgrounds, abilities, and values with respect and inclusivity
  - Identify strengths and opportunities in self and in others
- **Technology**
  - Gain proficiency in technology such as EAB Navigate, Microsoft suites, and ASC databases

**Qualifications:**

- Full-time enrollment as an Iowa State University undergraduate student
- GPA requirement: 2.75 cumulative GPA
- Self-motivated in personal time management and academic skills
- Genuine desire to support and empower peers
- Ability to speak and present information to large audiences
- Strong communication and interpersonal skills
- Ability to relate to academic struggle or empathize with students of diverse backgrounds and experiences
- Ability to lead and guide with empathy and understanding
- Desire to foster a welcoming environment at the ASC in accordance with Iowa State's [Principles of Community](#)

**Hours**

- 6-8 hours a week
- Hours are flexible and can be scheduled around classes. These are scheduled within ASC office hours (typically 8 am - 5 pm with occasional evening trainings or events).
- Hours are in-office only.
- Time off can be requested for professional events like conferences.

**Compensation:**

Undergraduate Academic Success Navigators will earn \$15.00 per hour for time spent holding 1:1 appointments, facilitating workshops, and attending trainings and meetings.

**Deadline: April 12, 2024**

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](mailto:ehelmick@iastate.edu).