

Center for Academic Success

Graduate Assistant Position: Tutor Coordinator (Walk-In Tutoring & Staff Training)

The Center for Academic Success, a division of Academic Life and Student Transitions, is looking for applicants for a Graduate Assistantship for the 2019-2020 academic year. The Center offers peer tutoring in many first-year and second-year courses and provides study skills assistance to Lehigh undergraduates.

Responsibilities

The Tutor Coordinator Graduate Assistant works closely with the Center Director and helps to coordinate the Center's undergraduate peer tutoring program. Specific responsibilities include:

- Coordinate Center's walk-in tutoring program which includes interviewing, training, supervising, and scheduling the walk-in tutors
- Recruit, interview, hire, training, and supervise ten Office Assistants (work study students who staff the front office and walk-in tutoring center)
- Spearhead the College Reading and Learning Association (CRLA) training (a required ten hour training all new tutors must complete)
- Manage Center email account and respond to student requests/inquiries
- Develop/facilitate professional development and social opportunities for tutors
- Assist with tracking and assessment of services
- Help market services and maintain social media sites

Qualifications

- Enrolled in a graduate program at Lehigh University
- Works well independently and shows a high level of initiative
- Ability to work effectively with undergraduate students
- Excellent communication and interpersonal skills
- Detail-oriented with strong organizational skills
- Strong presentation and facilitation skills
- Experience tutoring or teaching is preferred

Compensation

The position will start mid-August 2019 and will run through mid-May 2020. The assistantship requires 20 hours per week, and the applicant should be available to work a mix of daytime and evening hours as needed. Compensation includes tuition remission for up to 9 graduate credit hours per semester and a stipend of \$12,730 for the academic year.

To Apply

Please send cover letter and resume/CV to Kara Uhrich, Director of the Center for Academic Success, at kag914@lehigh.edu by **Friday, March 15**.