

Tutorial Services

Tutorial Services Graduate Assistant Position Description

- I. Position Title:** Tutorial Services Master's-Level Graduate Assistant
- II. Supervisor:** Director for Tutorial Services, Melissa Hoffner, (970) 351-1904, melissa.hoffner@unco.edu
- III. Unit Description:** Operating within the Division of Academic Affairs, Student Academic Success is the university's primary retention management unit. As a comprehensive student support and development unit, it provides academic assistance through a variety of interconnected and innovative programs with a focus on new-incoming students, undeclared students, and other students considered non-traditional or in transition. Specific programs and services include Soar (advising); Tutorial Services (tutoring and supplemental instruction), and a TRIO sponsored program for eligible first-generation students.
- IV. General Position Description:** The Graduate Assistant gathers, analyzes, and communicates information and data to the Director and Coordinator for Tutorial Services, assists in preparing reporting documents and presentations, and performs general administrative duties. The Graduate Assistant collaborates with campus partnerships. This position assists administratively with the Supplemental Instruction program and peer tutors.

Primary Responsibilities:

a. Program Administration/Management

- i. Represent Tutorial Services and the University in a positive and professional manner.
- ii. Assist with program data needs.
- iii. Assist with program feedback forms.
- iv. Assist with administration and training.

b. Program Assessment, Research & Data Collection

- i. Support assessment and evaluation of current tutoring programs and practices.
 1. Data collection, maintenance, analysis, and research.
 2. Collaborate with Program Review.
- ii. Obtain relevant data from key offices such as the Information Management and Technology (IM&T) office.
- iii. Create documents necessary for sharing relevant data with the larger campus community.
- iv. Provide the program Director and Coordinator with suggestions for improving the strategies used to track program outcomes.
- v. Support Director and Coordinator with overall program development and improvement.

c. Educational Component

- i. The Graduate Assistant will draw on their qualitative and quantitative research skills to conduct data analysis for program-level outcomes and service-level activities.
- ii. The GA will apply learning and experience towards assessment and evaluation for organizational improvement.

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- iii. The GA will model appropriate and effective techniques for supervising student staff using advanced leadership skills promoting motivation, self-directed learning techniques, advanced study skills and interpersonal dynamics.
- iv. The GA will research, develop, and present training in alignment with national College Reading & Learning Association (CRLA) standards.
- v. The GA will assist the program with marketing and promotion within the UNC community.

V. Required Qualifications

- a. Ability to work with diverse groups, provide presentations, assist others, and demonstrate other interpersonal communication skills.
- b. Written and verbal communication skills appropriate to a higher education environment.
- c. Demonstrates experience with qualitative and quantitative research methods in educational contexts.
- d. Demonstrates skills in using desktop applications such as MS Word, Excel, PowerPoint, etc.
- e. Familiarity with applicable software such as:
 - i. Descriptive statistics software
 - ii. Data management software (e.g., Banner, TracCloud)
 - iii. Survey tools (e.g., Qualtrics)

VI. Other Conditions of Employment

- a. Must be enrolled as full-time student in a Graduate Master's Degree Program at the University of Northern Colorado.
- b. Employment is for the 2026-2027 academic year.
- c. Must maintain FERPA rights and confidentiality of students.

VII. Remuneration & Time Commitment

Remuneration includes in-state tuition and includes a stipend equal to the contracted time commitment. The Graduate Assistant works 18 hours a week in-person.

VIII. Application

Applications are currently being accepted for this position. The priority deadline is April 10th. The application will remain open until filled. To apply, please send the following to Melissa Hoffner at melissa.hoffner@unco.edu:

- Letter of interest including how you meet the qualifications
- A resume or curriculum vita
- Contact information of three references