I. **Position Title:** Graduate Assistant for Supplemental Instruction and Supporting the Coordination of Learning Assistance Pilot Program for Tutorial Services.

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:** In coordination with Tutorial Services GA, gathers, analyzes, and communicates information and results to the Director and Coordinator for Tutorial Services. Prepares reporting documents and presentations for SI & LAP programs. Reviews national data to provide comparative picture of SI programs. General administrative duties.

**Primary Responsibilities:**

a. **Program Administration/Management - 20%**
   i. Represent Tutorial Services and the University in a positive and professional manner.
   ii. Assist with program data needs.
   iii. Assist with program feedback.
   iv. Assist with SI administration and training under supervision of TS GA, Director, and Coordinator.

b. **Program Assessment, Research & Data Collection - 40%**
   i. Support assessment and evaluation of current SI programs and practices.
      1. Data collection, maintenance, analysis, and research.
      2. Provide additional reports, data, etc. as needed for Program Review
   ii. Create documents necessary for sharing relevant data with the larger campus community.
   iii. Provide program director and coordinator with suggestions for improving the strategies used to track SI program outcomes.
   iv. Support director and coordinator with overall program development and improvement.

c. **Peer Training & Evaluation - 40%**
   i. Provide training as per program guidelines.
   ii. Support and liaise with Learning Assistance Program.
   iii. Peer observation and evaluation as per program guidelines.
V. **Required Qualifications**
   a. Ability to work collaboratively and with diverse groups across campus including with faculty, staff, and students.
   b. Written and verbal communication skills appropriate to a higher education environment.
   c. Familiarity with qualitative and quantitative research methods in educational contexts.
   d. Demonstrated skills in using desktop applications such as MS Word, Excel, PowerPoint, etc.

VI. **Other Conditions of Employment**
   a. Must be currently enrolled in a Graduate program at the University of Northern Colorado.
   b. Employment is for the Spring 2024 and Fall 2024 semesters (with the option for Summer 2024 hourly employment - contingent on funding).
   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 of 20 hours per week as set by the Graduate School.

VIII. **Application**
Applications are currently being accepted for this position. Applications accepted until 5pm on January 24th. To apply send a cover letter including how you meet the qualifications, a resume or curriculum vita, and contact information of three references to the following:

   Email to: Melissa.hoffner@unco.edu