Academic Advancement Center

Position: Graduate Assistant for Tutoring Services, 2 positions available

Remuneration: Minimum $9,000 (plus tuition waiver)

Contact Person: Tiffany Hedges, assistant director and coordinator of Tutoring Services

Position Description:

Tutoring Services employs 60-100+ tutors who work as peer tutors in the Math Center, Science Center, and Peer Tutoring. The Graduate Assistant, under the direction of the assistant director, will assist in the observation of 15 – 30 tutors per semester and serve as the evening point person for the Math and Science Center (two – three nights a week). In addition to observing tutors in a supervisory capacity, the graduate assistant will also lead bi-weekly meetings with Math and Science Center Tutors, help create and organize trainings, and assist in data collection through TutorTrac. Knowledge of Mathematics and/or Science is helpful. Must also have a working knowledge of MS Office; particularly Excel.

Main responsibilities include:

• Observe tutoring sessions and provide feedback to Tutors
• Provide supervision of the Math and Science Center during evening drop-in sessions
• Lead bi-weekly meetings with Math and Science Center Tutors
• Help create and organize training for the bi-annual Tutor Orientation in January and August
• Assist in the marketing and promotion of Tutoring Services
• Assist in the hiring process of new tutors
• Run daily and weekly reports for data collection and attendance through TutorTrac
• Assist in the daily operation of Tutoring Services as needed

How to apply:

Questions regarding the above position should be directed to: Tiffany Hedges, assistant director and coordinator of Tutoring Services – email: hedgest@ohio.edu or call 740-593-2720. To apply visit:

http://www.ohiouniversityjobs.com/postings/12494

To apply, you will need your resume, cover letter, and a list of professional references. You may apply for up to four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Jonathan Renard, Graduate Assistant for the Office of the Dean of Students at jr274509@ohio.edu or (740) 593-1800.