Academic Achievement Center

Position: Graduate Assistant, TRIO/SSS College Achievement Program (CAP)

Remuneration: Minimum $12,000 (plus tuition waiver)

Contact Person: Joy Cobb, College Achievement Program Assistant Director, Academic Achievement Center

Position Description

The College Achievement Program (CAP) is a TRIO Student Support Services grant program that serves approximately 290 students who identify as low-income, first generation, and/or students with disabilities. CAP provides academic and social support through advising, mentoring, tutoring, and engagement activities that are designed to help students persist and succeed. The College Achievement Program Graduate Assistant will:

- Work with a diverse group of students that requires awareness and continual development of understanding of the educational and cultural benefits of diversity and the unique needs of various student populations.
- Work collaboratively with the program Director, Assistant Directors, and Retention Specialist to provide services and programming to participants.
- Provide academic advising for approximately 30 students of various class ranks and majors as well as back up advising to senior staff during high volume periods.
- Participate in the interviewing, selection, training, supervision, and advising of a team of 5 undergraduate peer mentors.
- Hold weekly sessions with academically distressed CAP students and conduct study skills coaching appointments as necessary.
- Assess student interests and needs to plan, implement, and assess engagement and enrichment programming for CAP students.
- Discuss graduate school and career exploration with students.
- Coordinate with other departments to offer diverse programming.
- Advertise events through email, social media, flyers, and bulletin boards.
- Complete onboarding and orientation for new program participants.
- Participate in graduate student professional development opportunities provided by offices across the university.

There are no anticipated openings for this position for the 2019-20 academic year.

To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for up to six graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students at es933317@ohio.edu or (740) 593-1800.

Questions regarding the above position should be directed to, Joy Cobb, College Achievement Program Assistant Director, Academic Achievement Center at 740-593-2644, or e-mail cobbj@ohio.edu.