Academic Advancement Center

Position: Graduate Assistant for Tutoring Services

Remuneration: Minimum $11,000 (plus tuition waiver)

Contact Person: Tiffany Hedges, Assistant Director of Tutoring Services

Position Description:
Tutoring Services employs 100+ students who work as peer tutors in the Math and Science Center and Peer Tutoring. The Graduate Assistant, under the direction of the assistant director, will assist in the daily programming and administration of Tutoring Services, will serve as direct supervisor of two Lead Peer Tutors, will help create and organize training and ongoing support for tutors, and will 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:
- one-on-one experience with students
- opportunity to build training skills
- use your helping skills with students
- get involved with the academic side of Student Affairs
- give constructive feedback to tutors through observation and one-on-ones
- apply relevant theories to the practice of tutoring an student learning
- learn about relevant student-centered software
- analyze data collected by Tutoring Services in reports to assess current practices
- interact with professional staff from a diverse range of offices

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/21873

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 four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Emily Mason, Graduate Assistant for the Office of the Dean of Students at em585714@ohio.edu or (740) 593-1800.