Academic Advancement Center

**Position:** Graduate Assistant, College Achievement Program (CAP)

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

**Contact Person:** Tiffany Arnold, College Achievement Program Assistant Director, Academic Advancement Center

**Position Description**

- The College Achievement Program (CAP) is a TRIO Student Support Services grant program that serves approximately 275 low-income, first generation, and students with disabilities each year and strives to help them achieve their academic goals.

- Work with a diverse group of students that requires awareness of the educational and cultural benefits of diversity

- Provide academic advising for approximately 30 students of various years and majors each term

- Help supervise and advise a team of 5 undergraduate peer mentors

- Participate in interviewing, selection, and training of peer mentors

- Hold weekly sessions with academically distressed CAP students and conduct study skills coaching appointments as necessary

- Discuss graduate school and career exploration with students

- Coordinate with other departments to offer diverse programming

- Advertise events through social media, flyers, and bulletin boards

- Assess student interests and needs to plan regular workshops and events for CAP students

**To apply:** Fill out the online application at [http://www.ohiouniversityjobs.com/postings/24813](http://www.ohiouniversityjobs.com/postings/24813)

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: 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 Tiffany Arnold, College Achievement Program Assistant Director, Academic Advancement Center at 740-593-2649, or e-mail arnoldt2@ohio.edu