

# ACADEMIC ASSISTANT

## Academic Success Center

### Position Description

This position is a combination of peer tutoring and mentoring. Academic Assistants serve as a resource for study skills instruction and provide subject area tutoring. The Academic Assistants communicate confidence and encouragement while serving as an example of how students can successfully approach academic challenges. Our mission is to assist students in reaching their educational goals while supporting retention efforts at Minnesota State University Moorhead. All Academic Assistants are required to achieve Level 1 Tutor Certification through the College Reading & Learning Association (training provided by employer).

### Key Responsibilities

- Provide peer to peer tutoring to undergraduate students enrolled in primarily 1-200 level courses at MSUM on a drop-in and/or scheduled basis
- Assist students in identifying gaps in understanding, finding alternative methods to study and problem solve, and foster academic confidence in students you tutor

### Required/Preferred Experience, Skills, Abilities

- Possess the following personal qualities: maturity, responsibility, initiative, a positive attitude, good communication skills, compassion, and a desire to work with students of diverse backgrounds.
- Cumulative GPA of 3.0 or higher (or faculty recommendation if not met)
- GPA of 3.0 (B) or better in tutoring subject area
  - o While students with any major may apply, common subject hiring areas include math (business, elementary education, and general math), biology, chemistry, computer science, physics, economics, accounting, exercise science, and other areas as needed
- Applicants must provide the names of two faculty recommendations (at least one must be from the subject area you'd like to tutor)

### (Estimated) Time Commitment and/or Schedule

- Commit to tutoring for a full academic year
- Ability to work at least 4-6 hours a week
- Attend 10 hours of CRLA Certification training (1<sup>st</sup> semester only) and two staff meetings each semester

**Position Start Date:** January 13th, 2025

**Compensation:** \$14.00/hr with semester wage increases if job requirements are met

**Work Study Required:** No

**Number of students expected to be hired for this position:** 6-10

**Eligible for Remote Work:** No

- **Review of applications will begin Fall 2024 and continue until the position is filled.**

### Point of Contact for Questions Regarding Position

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