

**Graduate Assistantship
Job Description**

Department/Program	Supervisor
Tutorial Coordinator Graduate Assistant Academic Achievement Center	Professional Staff Member

Duration of Position	Hours per Week
9 Months	20

Responsibilities/Duties:

Responsible for assisting in the co-ordination of the Peer Tutor program in the Academic Achievement Center (AAC) including recruitment, hiring, training, and evaluation of peer tutors; collaboratively work with other Learning Professionals, faculty advisors and graduate assistants in meeting the academic support needs of students referred for assistance.

Specific Duties:

1. Conduct *Intake Assessment and Referral* meetings with students seeking tutorial assistance and/or other learning assistance.
2. Refer students to appropriate learning/advising support within AAC or on campus.
3. Supervise the daily operations of Tutoring Central and Tutor Liaisons in collaboration with Assistant Director
4. Co-ordinate the process of matching students with tutors.
5. Maintain computer database of active/inactive tutor pool, student requests and compile periodic statistical reports on usage of tutorial services.
6. Offer and present Peer Tutor Training Program Workshops each semester.
7. Review and assess semester evaluations of tutorial services and propose improvements for implementation.
8. Assist as needed with Orientation/Registration Program including preparation of student records, testing, and advising.
9. Assist with other project and duties as needed.

Skills Needed/Preferred:

Bachelor's Degree and acceptance into a graduate program at Bridgewater State College, strong interest in student development, ability to work well with a diverse population of people, good computer skills, organizational abilities and ability to work independently, able to communicate effectively orally and in writing and ability to develop creative future approaches to learning support.

Submitted by: _____

Department/Program: _____

Date: _____