**Texas A&M University-Texarkana**

**Office of Student Success: Success Center**

**Position:** Graduate Assistant

**Department:** Office of Student Success

**Reports to:** Assistant VP for Student Success

**Salary:** $12.50/hour

**Hours:** 15 hours per week

**PURPOSE OF POSITION:**

Graduate Assistants will be responsible for assisting with a variety of projects and tasks related to Success Center peer tutoring services. GA will assist the Success Center coordinator with the day to day operations of coordinating tutoring and other academic-services.

**RESPONSIBILITIES:**

* Assist with program planning, organization, and development of tutoring and Supplemental Instruction, respond to inquiries from tutors and students, refer and schedule students, etc.
* Assist supervisor with recruiting and training new Success Center tutors
* Maintain accurate and confidential records
* Prepare reports as needed by collecting, compiling, and reconciling Success Center data
* Assist with planning and execution of special events such as workshops, open-house events, and training sessions for Success Center tutors.
* Research different aspects in area of expertise
* Maintain communication with faculty and deans regarding Success Center initiatives
* Assist students in connecting with academic and other support services in the Success Center
* Provide general administrative support as needed and other duties as assigned by supervisor

**MINIMUM REQUIREMENTS:**

* Bachelor’s Degree from a regionally accredited college/university
* Admitted (full or provisional) to graduate program at A&M-Texarkana;
* Must have and maintain a 3.0 GPA or higher at the graduate level
* Submit three letters of recommendation (including at least two recommendation from an A&M-Texarkana faculty member)

**Preferred Qualifications:**

Previous experience in tutoring, computer experience, ability to prioritize and work independently, professional and mature; experience working with students in an academic setting

**Additional Requirements:**

Strong professional, organizational, and interpersonal skills; ability to speak publicly and conduct group presentations; friendly, patient, and sensitive to the needs of students from diverse backgrounds.

Security sensitive position. Background check will be conducted.

*“This is a security-sensitive position.  The individual in this position is required to handle Protected Health Information (PHI) as defined by HIPAA regulations.  The individual is required to handle PHI in accordance with A&M System policy and is further required to complete HIPAA training as a condition of employment, within a reasonable timeframe after the individual’s employment, and on an as-needed basis thereafter.”*