



GRADUATE ASSISTANT JOB DESCRIPTION

Job Title: Graduate Assistant
Department: Center for Personalized Instruction
Reports To: Sr. Coordinator for Tutoring and SI
Shift/Hours: 20 hours per week
Date Prepared: July 16, 2025

SUMMARY

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to the Senior Coordinator of Tutoring Services and Supplemental Instruction. A schedule will be mutually arranged by the GA and the Supervisor to ensure the hour requirement is met. The GA must register for a minimum of 6 semester hours (minimum of 9 semester hours is required for international GA's) during each Fall and Winter semester. The GA may register for additional credits up to a maximum of 24 semester hours per academic year. The GA must maintain good standing academically (3.0 or higher GPA each semester) and adhere to the University Code of Conduct to maintain their position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain a 3.0 (or higher) GPA each semester for which the student is given the GA award. GA must be in good academic and personal standing.
2. Perform in alignment with the Franciscan values of Madonna University, striving to cultivate a supportive learning environment that empowers students to become confident and successful learners.
3. Attend meetings as scheduled.
4. Engage in semesterly observation and evaluation process.
5. Participate in and contribute to the planning of SI, Tutor, & Academic Coaches Training and lead training sessions in small groups and/or 1:1 for new hires.
6. Coordinate tutor and academic coaching hours, courses, and schedules through WC Online and update as needed.
7. Help facilitate Success Strategy Workshops, Grab n Go's, and other events for CPI and TRIO SSS.
8. Create resources, flyers, etc.
9. Assist with planning and facilitation of CPI/TRIO special events
10. Send reminder emails to student staff regarding missing forms, payroll, CPI expectations, etc.
11. Assist with case management for TRIO students within federal reporting guidelines (contacts for Tutor.com, TRIO tutoring, StudentLingo, etc.)
12. Manage student employee information in Microsoft TEAMS (payroll, SI attendance, etc.).
13. Co-manage social media pages.
14. Collect, track, and analyze data using internal data software to inform programming needs of students served.
15. Participate as Tutor at times, which includes:
 - Demonstrate and share effective note-taking skills and study strategies.
 - Model successful learning processes.
 - Clarify course content.
 - Maintain confidentiality and professionalism in each tutoring session

QUALIFICATIONS

The GA must be fully admitted to a Graduate degree program at Madonna University. The GA must maintain a 3.0 (or higher) GPA each semester for which the student has been given the GA award. Professionalism, work ethic, attention to detail and excellent organizational skills. Excellent interpersonal, oral and written communication skills. Ability to self-initiate, work both independently and collaboratively. Ability to prioritize multiple projects simultaneously and successfully meet deadlines. Ability to work with diverse communities.

*Tutoring and/or SI experience preferred.

EDUCATION AND EXPERIENCE

Bachelor's degree from a regionally accredited institution. The cumulative GPA must be 3.0 or higher (4.0) scale. Combination of education and practical experience related to the position is preferred.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.