



GRADUATE ASSISTANT JOB DESCRIPTION

Job Title: Graduate Assistant
Department: Center for Personalized Instruction
Reports To: Michael Ziadat
Shift/Hours: 20 hours per week
Date Prepared: May 24, 2021

SUMMARY

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to Michael Ziadat, 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. Complete training modules located on the CPI Blackboard course shell within one (1) week of hire date.
5. Engage in yearly observation and evaluation process.
6. Participate in and contribute to the planning of SI & Tutor Training.
7. Coordinate tutor hours through WC Online and update as needed.
8. Create and facilitate Success Strategy Workshops, Grab n Go's, and other events.
9. Create resources, flyers, collateral, etc.
10. Provide trainings for new tutors and SI Leaders.
11. Send reminder emails to student staff regarding missing forms.
12. Serve as the lead tutor for select drop-in tutoring hours.
13. Hold office hours.
14. Manage student employee information in Microsoft TEAMS.
15. Co-manage social media pages.
16. Collect, track, and analyze data using internal data software.
17. Assist in maintaining records for the College Reading and Learning Association (CRLA) accreditation.
18. Other duties as assigned.
19. Participate as SI Leader at times, which includes:
 - Attend all lectures for which you lead the Supplemental Instruction (SI).
 - Demonstrate and share effective note-taking skills and study strategies.
 - Facilitate group learning and participation.
 - Model successful learning processes.
 - Clarify course content.
 - Maintain confidentiality and professionalism in each SI session.
 - Provide reviews and testing samples- making sure NOT to provide the answers to exams.
 - Maintain constant and professional communication with the Coordinator of Tutoring Services and Supplemental Instruction including responding to emails in a timely manner, turning in complete

timecards on time, notifying the Coordinator of time off, or an SI cancellation.

- Be prepared for each Supplemental Instruction session, (includes, handouts, PowerPoints, etc.).
- Submit a planning form to the Coordinator for each SI session. Utilizing SI Strategy Cards.
- Maintain communication through Blackboard for each SI you lead.
- Manage student's sign in on the proper attendance sheet before each SI session.
- Communicate with the professor of the class you are leading SI for including sitting in on that class 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.

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.