

GA Position Description
External Funding (grants, other colleges, etc.)

Position Title: Graduate Assistant-Peer Tutoring

Brief description of the position: Contribute to program development; employee oversight and training; program assessment.

Type of Position

Research Assistant (RA) Teaching Assistant (TA) Graduate Assistant (GA)

Hours Per Week: 10 hours 20 hours

This position can be combined with a second LAC GA position for a total of 20 hours.

Supervisor(s):

Name: Rebecca Elliott

Phone: 513-556-2810

Email: rebecca.elliott@uc.edu

Duration of Position:

- Fall + Spring (Academic Year)
- Full Calendar Year
- Fall Only
- Spring Only
- Other: _____

Position Expectations:

- On campus/in office, flexible times
- On campus/in office, fixed times
- Travel expected
- Explain: _____
- Other: _____

Responsibilities: Provide a list of the duties and expected contributions for this position

- Training: Assist with the training of tutors, identify areas of additional training, and develop training materials.
- Supervision: Provide observation feedback to tutors, some supervision of peer tutor mentors. Handle disciplinary issues and employee professional development. Staffing oversight and scheduling.
- Assessment: Evaluate effectiveness of peer tutoring and employee training. Identify additional areas of assessment. Potential for research projects around peer tutoring efficacy, student retention, student usage, including funding for associated presentations or research needs.
- General Office Support: GAs can schedule hours during all LAC open times (from 8:30am-8:00pm, Monday-Thursday, 8:30am-5pm Friday).

Requirements and/or preferences for applicant qualifications: Please note that all candidates for GA positions must be in good standing with their degree programs (e.g., 3.0 GPA + making adequate progress to degree) and meet the GA eligibility criteria published by the Graduate School.

- Required: Ability to work independently with minimal oversight.
- Preferred: Understanding of academic support programs, interest and awareness of issues in higher education, including retention and degree completion, student development theory, and campus engagement.

Externally Funded (grants, other colleges, etc.):

Stipend/award amount:

- \$7,500 stipend (10 hours)
 Stipend Funding Account Source: _____
- \$15,000 stipend (20 hours)

Tuition:

- Tuition amount: 50% instructional fees only.
 Tuition Funding Account Source: _____

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External Funding (grants, other colleges, etc.)

Stipend Funding Account Source: _____

Other stipend amount: \$9000

Stipend Funding Account Source: _____