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

Position Title: Graduate Assistant- Academic Coaching Program (LAC)

Brief description of the position: Contribute to program development; student employee oversight and training; and assessment of first year initiative and retention supports within the Learning Assistance Center.

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: William J. Neater
Phone: 513-556-1786 Email: William.neater@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
- Instructional - developing and instructing Success Skills Workshops for first-year and academically at-risk students
- Facilitative - assisting with facilitation of undergraduate student-staff training, including coaches supporting CECH First Year Success Initiatives
- Administrative - conducting observations and providing constructive feedback to student staff, managing program schedules, and collecting relevant data and compiling program impact reports. Collaborate with CECH First Year Initiative program assessment.

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.
- Researching and analyzing relevant literature, managing multiple priorities at once
- Presenting general academic success strategies to varied groups of students
- Engaging in academically facilitative modalities,
- Be familiar with best practices in academic support services

Preferred: familiarity with topics within higher education such as retention, engagement, motivation, and student development.

Externally Funded (grants, other colleges, etc.):
Stipend/award amount:
☐ $7,500 stipend (10 hours)
   Stipend Funding Account Source: ___
☐ $15,000 stipend (20 hours)
   Stipend Funding Account Source: ___
☒ Other stipend amount: $9000
Stipend Funding Account Source: ___

Tuition:
☒ Tuition amount: Tuition 100% instructional fees, plus approved additional fees/surcharges.
Tuition Funding Account Source: ___
Stipend Funding Account Source: ___