

Graduate Assistant Job Description
Student Learning Center- Academic Success & Resilience
Appalachian State University

Academic Success Coach

The Student Learning Center (SLC) supports all students at Appalachian State University in gaining a deeper awareness of what helps them learn and succeed through intentional interventions that seek to empower them to become active participants in a transformative education to meet their academic goals and achieve their academic potential. The Academic Success & Resilience unit serves students by delivering student-centered academic support and initiatives that are tailored to meet their holistic needs and personal success goals. Graduate Assistants (GAs) play a vital role in accomplishing this by providing one-on-one support directly to students through academic success coaching appointments.

The Student Learning Center is currently seeking graduate students for multiple assistantships for the 2024-2025 academic year (with potential for a second year). This position requires 20 hours per week of primarily on-site work.

Academic Success Responsibilities and Duties:

- Provide one-on-one academic success coaching to students on Academic Probation, traditionally at-risk populations, and other walk-in appointments.
- Utilize asset-based coaching techniques to encourage and support students to build the academic skills necessary for success, such as time management, study skills, organization, and note-taking skills.
- Serve as a resource agent for students to get connected with the appropriate services on campus.
- Lead Academic Success workshops and mentor peer academic leaders (PALs) in delivering instruction.

Other General Duties:

- Attend and engage in all staff, team, and one-on-one meetings.
- Collaborate with PALs to design small-group academic skill sessions.
- Assist with additional outreach programming and office responsibilities as needed.

Compensation and hours

- 20 hours/week Assistantship & 10 hour/ week Assistantships available
- 20 hours- \$10,000/year; 10 hours- \$5,000/year
- Second year GAs- eligible for a \$300 stipend for a professional conference related to their graduate programs.

Preferred Qualifications & Skills

- Master level student in a human service/development area of emphasis (i.e. Higher education, counseling, education, social work, or related field)
- Excellent interpersonal skills and ability to relate to various personality types, learning styles, and diverse groups of people
- Highly organized and motivated individual passionate about supporting students and helping others
- Ability to work independently and within a team environment