

Perimeter College Georgia State University Early College Program
Graduate Assistant Study Coach
Job Description

General Responsibilities:

The general responsibilities of the Early College tutorial staff are to provide intensive and extensive tutorial services in Chemistry, College Algebra, Precalculus, Calculus, Macroeconomics, and or English Composition for students participating in the Early College Program. The study coach, in order to assist the student in his/her education endeavors, will tutor in subject specific topics and general college success skills. The study coach will provide feedback to the Early College coordinator regarding the progress of each student.

Specific duties and responsibilities are but are not limited to:

Provide **academic assistance** to Early College students, either in a group or individually.

Assess student needs and **develop appropriate instructional materials** that addresses the need. (i.e. Study guides, subject matter specific workshops, etc.)

Monitor Early College Tutorial Lab, Study Room, and Computer Lab on Perimeter College's Clarkston Campus 555 N. Indian Creek Drive Clarkston, GA 30021

Monitor student activity and behavior while students are in study sessions and appropriately address all behavior that violates GSU EC code of conduct.

Attend student class sessions for **course and student observation**, when necessary.

Attend **staff meetings and or training sessions** to increase competency in working with dual enrolled students.

Maintain accurate & complete records on tutorial lab attendance and attendance records for individual and group study sessions

Provide **evaluations** and other reports addressing effectiveness of tutorial services to students.

Create progress reports for GSU faculty to record midterm student feedback.

Support Early College-wide projects and initiatives (National Early College week, Community service activities, Summer Enrichment, etc.)

Goals of the position:

Help students **sustain positive attitudes** towards learning and studying.

Help students **develop self-confidence**, raise self-concept, and reduce anxiety or fear of failure in academics.

Assist students in achieving a **better understanding of specific subject** material and in improving academic capabilities in designated areas.

Help students **develop the study and social skills** necessary for academic success.

Establish and maintain rapport with Early College students and develop a vested interest in the students.

Knowledge, Skills and Abilities

Knowledge of various available resources in and around campus

Effective oral, interpersonal, and written communication skills

Effective time management skills

Effective organizational skills

Ability to supervise others

Qualifications

Experience with supervising individuals

Exhibit patience and a strong desire to help students achieve their goals

Ability to speak in front of groups and present academic workshops

Direct experience providing tutorial and/or academic support services for high school or college students preferred

Commitment to Georgia State University's Early College mission and values

Commitment to student retention and success

Be punctual

Requirements and Compensation

Availability during typical business hours 8:00-4:00.

Currently enrolled in a Master's or PhD program at GSU

A full time student works 20 hours a week, and receives a tuition waiver and \$2000.00 a semester.

If interested please complete application, include resume, copy of official transcript and 2 references. Send to KHenry1@gsu.edu with **Study Coach Perimeter College Early College** in the subject line of the email.