

## **Job Description**

***Interested candidates should submit a cover letter and resume to Kelli Layman at [kelli.layman@ndsu.edu](mailto:kelli.layman@ndsu.edu) by April 27, 2015 (position open until filled).***

***Position:*** Academics Services Graduate Assistant

***Date of employment:*** August 15, 2015 - May 15, 2016.

***Stipend:*** \$4,500 per semester and a full tuition waiver.

***Supervision:*** Will report to Associate Director Athletic Academics within the Office of Student Support Programs.

***Location:*** Housed in Lower Level of West Dining Center, ACE

***Hours:*** 20 hours per week this will include some evening hours and weekends

- ***Serving as a mentor to student-athletes and assist in carrying out athletic academic enhancement programs – 80%***

Duties may include: Counsel and refer students experiencing academic difficulties; administer grade check processes; complete degree progress checks after registration; assist with academic orientation for new student-athletes.

- ***Assist in administering tutoring and other academic enhancement programs – 10%***

Duties may include: Assist in monitoring student behavior; complete weekly attendance reports; provide periodic on-site supervision of the ACE program; assist in training ACE staff; communicate student-athlete academic issues with coaches/athletic staff.

- ***Assist in teaching a study skills course – 5%***

Duties may include: Team teach section of EDUC 123, Study Skills; coordinate study skills sessions as needed; coordinate outside speakers on academic success.

- ***Other duties as assigned – 5%***

- ***Customer Service***

Provide model customer service at all times to students, staff, faculty, and NDSU guests.

- ***Work Safely***

Follow safety rules; help identify unsafe working conditions; stop co-workers who are working in an unsafe manner

***Minimum Qualifications:***

- Admitted graduate student at NDSU in a degree program (cannot be a non-degree Masters student)
- Demonstrated leadership ability
- Demonstrated administrative ability
- Proficiency with Microsoft Office

***Preferred Qualifications:***

- Bachelor's degree in education or related field
- Experience in athletics