WKU Student Support Services
Disabilities | A **TRIO** PROGRAM

TRIO Student Support Services, Disabilities – Tutor Program Supervisor Graduate Assistant

About TRIO SSS-D:

As a TRIO program, SSS-D is funded by a grant from the U.S. Department of Education. SSS-D focuses on the retention, academic success, and graduation of limited income (Pell-eligible), first-generation, and students with disabilities populations. The project serves 100 students each year through individualized coaching, tutoring, advising, financial literacy, college-success skills development, graduate school exploration and preparation, and other development opportunities.

Job Description:

This position is a 10-month appointment from mid-July through the end of the Academic Year in May, with 20 working hours per week and the possibility of a summer contract. The Tutor Program Supervisor Graduate Assistant will be responsible for the day to day operation of SSS-D's extended lab hours, including supervising student tutors and monitoring the lab. This position requires the ability to manage time, multi-task, and function successfully with little supervision. *This position is comprised of mainly weeknight and weekend afternoon/evening hours.* The GA will be required to meet with the Project Director and/or Academic Coordinator on a regular basis. This position will adhere to the WKU holiday schedule.

Duties include (but are not limited to):

- Oversee evening/extended lab hours and tutoring appointments **tentative extended lab hours will be some weeknight evenings (5pm-9pm); weekend afternoons/evenings (2pm-6pm)*
- Track student engagement with tutoring services using TutorTrac
- Meet with students to help them stay on target in their graduation plans & to encourage self-advocacy
- Tutor students as needed, in qualified subjects
- Help develop tutor training and tutor session protocols

Requirements:

- Candidate must be accepted to/enrolled in a Master's Degree program at WKU
- Teaching/tutoring experience preferred
- Willingness and availability to work evenings and weekends
- Strong communication skills
- Ability to initiate, implement, and coordinate projects
- Strong desire to promote educational achievement and opportunity
- Willingness to become familiar with TRIO regulations that govern program policies and procedures

Compensation:

The Tutor Program Supervisor Graduate Assistant will receive a $10,000 yearly stipend, paid in monthly installments.

Application Instructions:

Candidates should submit the following via email to Jimmie Martin, Project Director (jimmie.martin@wku.edu) and Kari Paschetto, Academic Coordinator (katherine.paschetto@wku.edu):
- Cover Letter
- Resume

Please include the graduate program in which you are accepted/enrolled.

All Materials need to be submitted by 11:59 PM CST on June 1st, 2021

You will receive an email confirmation that your materials have been received. Expected hire/start date is approximately Mid-August 2021.