Graduate Assistant Positions
University Center for Academic Excellence
2018-2019 Academic Year

University Center for Academic Excellence (UCAE) Graduate Assistants facilitate and develop academic support programming for the UNC Charlotte campus community. More information about the UCAE and its various programs and services can be found at ucae.uncc.edu.

The UCAE has multiple Masters-level Graduate Assistant positions available for the 2018-2019 academic year. These 20-hours-per-week positions support the UCAE as a whole and are assigned to work primarily within a specific programmatic area of UCAE. Candidates will be reviewed for their overall fit within the UCAE and each of the open positions.

Review of applications will begin immediately and will continue until positions are filled. Preference will be given to applications received by March 21, 2018. Anticipated hire dates are dependent upon individual positions and can be found below. Questions about the positions or the application process should be directed to uncc-ucae@uncc.edu.

Responsibilities for All Positions:
- Represent UCAE in campus outreach including presentations, fairs, and information tables.
- Support UCAE efforts through participation in trainings and activities as required.
- Maintain accurate and confidential records of every student interaction including in-person visits and phone/internet support.
- Assist with UCAE projects and perform other duties as requested.
- NOTE: The UCAE is open until 8pm Monday-Thursday and Sunday 11am-8pm to provide students with flexible options for academic support. All Graduate Assistants are required to be available and work at least one evening per week and at least one Sunday per semester.

UNC Charlotte Graduate Assistant Qualifications:
All UNC Charlotte Graduate Assistants must maintain a cumulative GPA of 3.0. Graduate Assistants are expected to register for at least six credits each semester, and must work no more than 20 hours per week in the assistantship and other work combined. Continuance of the assistantship is contingent upon satisfactory performance in all course work as well as GA duties in the UCAE.

UCAE Graduate Assistant Qualifications:
- Enthusiasm to work with UNC Charlotte students and a strong desire to help them succeed.
- Ability to create and foster interpersonal relationships with students and UCAE staff.
- Experience with public speaking and effective oral and written communication skills.
- Experience working in a peer support (preferably educationally-focused) capacity.
- Capability of working both independently and as part of a team.
- Flexibility and a willingness to work on both short- and long-term projects.
- Ability to multi-task and complete projects in a deadline-driven environment.
- Proficiency in MS Office Suite including Word, PowerPoint, Publisher, and Excel.
Application Process:
Interested candidates should send the following attachments in one email to uncc-ucae@uncc.edu:

• Current resume or CV
• Cover letter describing your interest in working as a Graduate Assistant in the UCAE
• Name, contact information, and relationship for three references

***Please note, applications that are not submitted using the process described above may be excluded from consideration for this position.***

Available UCAE Graduate Assistantships may include the following:

Program: 49er Rebound (Graduate Teaching Assistant)

Position-Specific Responsibilities:
• Serve as Instructor of Record (IOR) for two sections of UCOL 1300 (Academic Success Seminar) each semester for undergraduate students in academic difficulty/on academic probation.
  
  NOTE: Per UNC Charlotte policy, IORs must have earned 18 graduate credit hours prior to first semester they will be teaching (Fall 2018).
• Prepare course syllabus, develop course materials, maintain course Canvas page, and evaluate student work.
• Meet one-on-one with students to address matters related to their academic and personal success.
• Help plan and attend all UCOL 1300 Instructor Development sessions.
• After course is complete, facilitate UCAE workshops and presentations, develop and update course materials and assist with outreach events.
• Throughout summer, assist with UCAE-wide efforts including SOAR resource fairs and presentations, outreach tables on campus, and center programming for students attending summer school.

Anticipated Hire Dates: July 1, 2018-May 31, 2019

Program: Learning Strategies and Instruction

Position-Specific Responsibilities:
• Conduct individual academic skill consultations with students, working to help them identify and overcome areas of academic difficulty through specific strategies and follow-up appointments.
• Interpret LASSI (Learning and Study Strategies Inventory) assessment results and assist students in developing strategies to improve in lower scoring areas.
• Create and facilitate workshops, presentations, and similar projects.
• Oversee and manage all aspects of at least one UCAE outreach event including concept development, budget, vendor arrangements, donor requests, staffing, marketing, and evaluation.
• Develop and disseminate UCAE and LSI marketing and outreach materials.

Anticipated Hire Dates: August 6, 2018-May 17, 2019
Program: Supplemental Instruction

**Position-Specific Responsibilities:**
- Serve in supervisory role with undergraduate employees, including managing SI schedule accountability for leaders and completing leader evaluations.
- Facilitate at least two to three weekly SI leader training workshops or small groups.
- Develop and maintain the training curriculum for the SI IMPTPC Mentor Certification.
- Create and disseminate SI and UCAE-related marketing and outreach materials.
- Ensure accuracy of and manage information on multiple Canvas projects pages.
- Create weekly reports with SI data using Microsoft Excel.
- Maintain Microsoft Excel databases for SI session attendance, SI leader training attendance, and SI leader documents using Excel and TutorTrac program.

**Anticipated Hire Dates:** August 6, 2018-May 17, 2019

Program: Student Success

**Position-Specific Responsibilities:**
- Supervise ten undergraduate peer mentors who each work individually with a minimum of four mentees on academic probation.
- Communicate regularly with mentors and mentees.
- Develop and present initial and ongoing training sessions for mentor staff.
- Assist with the program’s administrative tasks through tracking and completing documentation using Canvas, Excel, and Google Drive.
- Assist with assessment and evaluation of the program, and provide input for future program developments.
- Serve as a resource to all students in the program and direct students to other campus resources as appropriate.

**Anticipated Hire Dates:** July 1, 2018-May 31, 2019