Graduate Teaching Assistant (20 hours per week)
Content Area: Office of Academic Affairs, First-Year Experiences
Job Title: Graduate Assistant, First Year Experiences and Academic Resources
Hours Per Week: 20
Compensation: Monthly stipend and tuition remission of up to 12 hours, graduate student health insurance (79%)
Position Reports to: Amy Goodburn
Work Location: 33 Canfield
Position Available: 9 months

**Overall focus:** To assist in developing and supporting programs that provide undergraduate students with the tools and resources they need to be academically successful.

**Job Responsibilities**

1) Oversee undergraduate peer mentors in first-year, large enrollment courses
   a) Provide orientation session for all peer mentors (half day) and ongoing professional development
   b) Meet with undergraduate tutors on weekly basis to provide feedback
   c) Communicate regularly with instructors participating in the peer mentor program
   d) Collect, compile, and report on the usage statistics of tutors in the individual courses
2) Assist in the development and execution of first-year experience programming, including (but not limited to) the Big Red Welcome, MidSemester Check, and the Sophomore Experience.
3) Assist in the development of media (web sites, publications, newsletters, automated messaging) related to undergraduate retention and academic success.
4) Assist in the development of communications (reports, emails, memos, etc.) designed to make visible and document the impact of undergraduate programming.

**Minimum Qualifications**

- Experience with tutoring, mentoring, or teaching in higher education context
- Strong organizational and time management skills
- Strong written and oral communication skills
- Experience with Microsoft Word applications, especially Excel
- Ability to work independently on projects

To apply: Please send cover letter and vita to Amy Goodburn at agoodburn1@unl.edu