

Student Success Center Graduate Assistantships Academic Year 2017-2018

SSC Overview & Graduate Assistant Expectations

The Student Success Center (SSC) coordinates intentionally-designed and comprehensive programs, resources, and services that guide undergraduate students to degree completion at the University of South Carolina (UofSC). Students can serve in a few different capacities as Peer Leaders in the SSC, as well as Graduate Assistants with an array of opportunities. Through these leadership opportunities, peers and graduate students help students to engage in goal-setting and skill development, personal transition to the university setting, and effective decision-making.

Program Specific Openings include:

GA for Gamecock Gateway (2 position)

Purpose: Established in 2012, Gamecock Gateway is a residential bridge program that furthers the successful collaboration between the University of South Carolina and Midlands Technical College. This one year, invitation-only program for first time college students enables students to complete their first 30 credit hours at Midlands Technical College while living on campus at the University of South Carolina and engaging in university opportunities. Should students meet the established requirements for transfer after two semesters, they will be admitted into USC-Columbia for the next academic year.

Position Functions:

- Facilitate individual Gateway Consultations for a portion of the Gamecock Gateway students at the start of each academic semester.
- Develop and support Gamecock Gateway specific events and programs including the Scholar Recognition Reception, community service events, etc. (requires some evening hours)
- In collaboration with the Success Connect Team, plan, develop, and implement intentional outreach to Gateway Alumni who have been placed on Academic Probation at UofSC
- ****Note:** There will be an opportunity for an incoming Gamecock Gateway GA to start over the summer (projected date mid-May) to assist with Gamecock Gateway Summer Orientations and the finalization of Gamecock Gateway Welcome Week events

GA for Peer Tutoring (1 positions)

Purpose: The Peer Tutoring program at the Student Success Center provides quality, course-specific academic support to undergraduate students at no cost. Tutoring sessions are tailored to meet undergraduate students' individual questions and needs and to foster independent learning. Peer Tutors are undergraduate students who have excelled in the courses they tutor and have been trained to facilitate discussions on course content as well as study skills and strong academic habits. Tutoring is delivered through 1-on-1 Appointments, Drop-In Tutoring, Small-Group Tutoring, and Online Tutoring.

Position Functions:

- Supervise, support, and serve as a mentor for Peer Tutors and Peer Tutor Program Assistant/Mentor (daily interaction; requires some evening hours, Sunday through Thursday)
- Collaborate with Coordinator of Tutoring and Program Assistant/Mentors to develop, plan, and co-facilitate Peer Tutor Training and Bi-weekly Staff Meetings for Peer Tutors
- Observe Peer Tutoring sessions and provide constructive feedback to tutors
- Assist with managing program logistics (attendance tracking, scheduling, email correspondence)
- Assist with designing, organizing, distributing, and analyzing assessment/evaluation instruments and data

GA for Success Connect (1 position)

Purpose: The Graduate Assistant (GA) for Success Connect assists in the promotion of student, staff, and faculty engagement in the form of student consultations and staff/faculty development opportunities. In addition to his or her primary functions, the GA will gain experience working with Peer Leaders, facilitating 1:1 and group-based academic/financial interventions, planning events, developing and enhancing programming, and fostering internal and external partnerships.

Position Functions:

- Assist in academic skill development education, designed to help students set goals, explore study and time management strategies, create action plans and connect with campus resources through service as a Success Consultant via scheduled appointments and/or drop-in availability
- Facilitate academic skill development & financial literacy workshops designed to help student make well informed academic and financial decisions, create action plans and connect with campus resources
- Exploring and/or developing new services and delivery models to enhance student success through a comprehensive array of program and resources
- Developing and implementing academic intervention programming/initiatives for assigned student populations (example: international accelerator program, Gamecock Gateway Students, etc.)
- Participate in management of Peer Consultant program, including Peer Leader hiring and selection, training, weekly staff meetings, and day-to-day operations.

GA for Supplemental Instruction (1 position)

Purpose: The Supplemental Instruction (SI) Program provides peer-facilitated study sessions led by qualified and trained undergraduate SI Leaders who attend classes with undergraduate students and encourage undergraduate students to practice and discuss course concepts in sessions. Courses selected for SI are introductory courses in which students are expected to perform well in order to progress in their major and/or meet their program's requirements. SI identifies student needs in order to purposefully promote retention and persistence to degree completion.

Position Functions:

- Supervise, support, and serve as a mentor for SI Leaders and SI Program Assistant/Mentors (daily interaction; requires some evening hours, Sunday through Thursday)
- Observe SI Sessions and review SI Session Plan submissions to provide feedback to SI Leaders
- Co-facilitate SI Leader Training and Bi-weekly Staff Meetings for SI Leaders
- Assist with managing program logistics (attendance data entry, SI leader timesheet approvals, etc.)
- Assist with designing, organizing, distributing, and analyzing assessment/evaluation instruments and data

Graduate Assistant for Student Success Center

The Student Success Center coordinates an intentionally designed, comprehensive array of programs, resources, and services that guide students to degree completion at the University of South Carolina by promoting academic goal setting, skill development, and effective decision making. SSC graduate assistants play a critical role in the development, supervision, and assessment of the comprehensive suite of programs that comprise the Student Success Center while developing professional skills and competencies in a supportive and collaborative environment.

As such a graduate assistant in the SSC should expect the following experiences:

1. Acquire the knowledge and skills necessary for providing effective advising, mentoring, supervising, direction, and guidance to individuals and groups.
 - a. Supporting Experiences:
 - i. Working in 1:1 or group settings with a variety of campus stakeholders
 - ii. Providing evening coverage/supervision for Student Success Center programs and services, such as 1:1 meetings with students and workshops
2. Communicate with others using effective verbal, nonverbal, and written strategies.
 - a. Supporting Experiences:
 - i. Providing campus presentations, facilitating program training, and presenting at state regional or national conferences
 - ii. Creating manuals, newsletters, and program publications
3. Gain insight into the field of higher education and student development.
 - a. Supporting Experiences:
 - i. Attending Division of Student Affairs and Academic Support meetings, SSC staff meetings, and various meetings with campus partners and constituencies
 - ii. Student Success Center professional development opportunities
4. Develop the skills in the effective use of assessment and evaluation
 - a. Supporting Experiences:
 - i. Connect program assessment results to SSC, Division, and University mission via participation in Blueprint process
 - ii. Participate in departmental and programmatic assessment process
5. Develop and utilize administrative skills including project development, technology, organization, and collaboration to enhance the overall mission of the Student Success Center.
 - a. Supporting Experiences:
 - i. Data collection and reporting through software such as TutorTrac/AdvisorTrac
 - ii. Developing a portfolio of projects that represents the individuals unique SSC graduate assistant experience
 - iii. Collaborative research/projects that support the academic goal setting, skill development, and effective decision making of USC undergraduates
6. Reflect an understanding and appreciation of cultural and human differences.
 - a. Supporting Experiences:
 - i. Development of programs/services/activities that meet the needs of students from diverse cultural and educational experiences