

Indiana University of Pennsylvania
Academic Success Center (ASC@IUP)
2020-2021

Job Responsibilities: The Graduate Assistant provides support to the initiatives offered as part of the ASC@IUP outreach for undergraduate student success. Duties include:

- Assist with hiring, training, and supervising peer tutors;
- Serve as the point-of-contact for the Drop-in Tutoring Center;
- Communicate with Academic Departments to promote tutoring schedules;
- Work with academic tutors from all academic departments to assure tutoring needs are met;
- Schedule tutoring sessions to assure student needs are being met, record and monitor attendance at tutoring sessions in the Drop-in Tutoring Center;
- Coordinate outreach for ASC@IUP – specifically monitor updates to the website and prepare social media-related materials (Facebook and Twitter);
- Assist with the assessment of ASC@IUP Tutoring Center;
- Meet formally on a weekly basis with Dr. Amber Racchini, Director for Supplemental Instruction and ASC@IUP Tutoring Center (supervisor);
- Complete additional special projects for ASC@IUP (as negotiated on a case-by-case basis);
- Maintain regular office hours in the Drop-in Tutoring Center (20 hours per week).

Compensation: Full in-state Tuition Waiver for Academic year and a stipend of \$5,450 per academic year.

Term of Appointment: One-year assignment, renewable for a second year

Supervisor: Dr. Amber Racchini, Director of Supplemental Instruction and ASC@IUP Tutoring Center

Contact Information: Inquiries should be directed to:

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