The Division of Academic Enhancement (DAE) is seeking a graduate student for an assistantship for the 2020-2021 academic year. The DAE is a unit of the Office of Instruction whose central mission is to provide campus-wide leadership, collaboration, and support on matters related to instruction and student success. DAE empowers all students to achieve success with innovative courses, programs, services, and student-centered initiatives. For more information about the DAE, visit dae.uga.edu.

Compensation (including tuition waiver) aligns with the USG and graduate school guidelines. To apply, please submit a one-page cover letter, current resume or CV, and references here (https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_eWJqjydw2yjJtGZ) by Friday, March 27, 2020. The position will begin in August 2020 and end in May 2021, dependent upon successful completion of duties. There is a possibility of continued employment into the 2021-2022 academic year.

Job Responsibilities
- Assist in the management of the Academic Resource Center, including the Peer Tutoring and the Peer Learning Assistant (PLAdawgs) programs
- Meet regularly with the Coordinator of the Academic Resource Center
- Manage scheduling, hiring and payroll logistics for PLAdawgs
- Plan training, professional development, and celebration events
- Conduct evaluations of PLAdawgs and distribute surveys to ensure data collection for program assessment
- Meet and communicate with faculty in the PLAdawgs program
- Contribute to other DAE initiatives and projects as needed

Qualifications
- Availability for some evening work to attend various PLAdawgs events
- Preference will be given to applicants enrolled in STEM, Education, or Learning, Design, and Technology graduate programs as well as those who have experience with teaching, tutoring, and/or mentoring undergraduate students

If questions arise, please email Ms. Sarah Cramer, Coordinator of the Academic Resource Center, at sarah.cramer@uga.edu.