The Division of Academic Enhancement (DAE) is seeking a graduate student for an assistantship for the spring 2020 semester. The DAE is a unit of the Office of Instruction in 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 CV, and references here (https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_d76D3qtyH2RUzFX) by Monday, November 18, 2019. The position will begin in January 2020 and end in May 2020, dependent upon successful completion of duties. There is a possibility of continued employment into the 2020-2021 academic year.

Job Responsibilities

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

Qualifications

- Availability for some evening work to attend various PLA 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. Maggie Blanton, Assistant Director for Services, at mblanton@uga.edu.