

**ACADEMIC SUPPORT ASSISTANT**

## Job Description

**The Academic Support Assistant (ASA) is a vital member of the Department of Housing & Dining staff for residence education and academic support programs. The ASA contributes to the academic success of residents by serving as a mentor, role model, and academic resource as well as encouraging residents to question and learn from their experiences and relations with others. The ASA is a key individual in fulfilling the educational priority of the department. It is expected that the ASA develop and maintain lines of communication with students, faculty and staff involved with the living learning communities and academic support programs through active engagement.**

This person will report directly to the Residence Education Coordinator. In addition, the ASA will work closely with the Assistant Director for Residence Education, Residence Directors, Area Coordinator, faculty and academic advisors.

**TWU is an Equal Employment/Affirmative Action Employer.****QUALIFICATIONS**

- Possess a motivating interest in working with the residential students and first-year students in Living Learning Communities.
- Have a minimum cumulative GPA of 3.0 on a 4.0 scale and be enrolled full-time.
- An ASA must be available to attend weekly staff meetings. ASAs must schedule classes around the pre-determined time to ensure availability at staff meetings.
- Be available to serve on the staff for two (2) consecutive semesters (Fall & Spring). The term for the ASA contract is for one academic year. Reinstatement for the following year is not automatic.
- Be available during First-Year Student Orientations and Pioneer Camp.
- Be available for pre-academic year ASA training. This training generally takes place for the entire two weeks prior to fall classes.

**REQUIREMENTS**

- An Academic Support Assistant may carry an academic course load of a **maximum** 16 hours during each semester of employment. Any exception must be approved in writing by the Residence Education Coordinator **prior** to registration.
- An ASA must maintain a minimum semester grade point average of 3.0 during the period of employment.
- An ASA will work up to 20 hours per week.
  - Hold office hours for thirteen hours per week in the Academic Support Office located in Guinn Hall. Office hours will take place during designated hours the office is open.
  - Implementation and facilitation of academic initiatives approximately five hours per week.
  - Attend and participate in weekly staff meetings two hours per week. Staff meetings will be on Tuesdays from 4pm-6pm. Academic Support Assistants are allowed to register early to ensure class schedules do not conflict with the pre-determined staff meeting each semester.
- An ASA may **not** engage in additional part time work, student teach, or hold an internship or assistantship while serving as an ASA without **prior written** approval from their supervisor. Per URP 06.500 section 1C student employees may not work more than a total of twenty (20) hours per week, regardless of the number of position held on campus at one time.

**REMUNERATION**

The Academic Support Assistant is an hourly employee and will be paid up to 20 hours a week during fall and spring semesters at \$13 per hour. Additionally, a \$150.00 supplemental pay, room and meals are provided for each first-year summer orientation session worked.

### RESPONSIBILITIES

- Aid in the creation, implementation, and facilitation of academic initiatives
  - Initiatives include but are not limited to academic support activities such as review sessions, study hours, mid-terms, finals, life skills, goal setting, time management, etc. for residents a minimum of five hours per week.
  - Provide students with information regarding student planning, registration, drop/add, and curricular requirements.
  - Provide opportunities for developing skills in choosing an academic major and planning a career.
  - Assist students in formulating academic objectives concurrent with their individual interests and potential skill levels.
  - Facilitate and attend hall wide programming each semester as needed.
- ASAs are expected to present academic success information to resident's one on one and to small and large groups.
- Establish and maintain appropriate relationships with students for the purpose of assisting in the transition to university life and supporting academic success.
  - Conduct and record intentional interactions with residential students.
  - Act as a referral agent by directing students, when appropriate, to various academic support services.
  - Document referrals appropriately to direct supervisor using department systems.
- Provide assistance to, and communicate with, faculty and academic advisors working with students.
- Participate in the Academic Support Assistant training workshops prior to the beginning of **each** semester and LLC Recruitment, First-Year Student Orientations (summer), Pioneer Camp, Pioneer and Scholar Preview events, and residential events throughout the academic year.
- Attend and participate in bi-weekly one to one meetings with direct supervisor.
- Complete weekly reports as assigned by supervisor.
- Assist in the recruitment and evaluation of candidates during the Academic Support Assistant Selection Process.
- Actively participate in residence hall, LLC, FYE and university programs and activities and facilitate residential involvement with the same.
- Drive university vehicles to transport students to off campus events and activities.
- Serve as a liaison between residential students, Residence Education Coordinator, Assistant Director for Residence Education, Residence Directors, Area Coordinator, faculty, academic advisors and other academic support staff.
- ASAs are expected to have an understanding and ability to navigate Canvas, Pioneer Engage and Web Advisor.

### GENERAL UNDERSTANDING

- Assume other responsibilities related to residence education and residence life programs as directed by the Residence Education Coordinator, Assistant Director for Residence Education, Residence Directors, Area Coordinator, Associate Director and Executive Director.
- ASAs are expected to remain in good academic and student conduct standing with Housing & Dining and the University at all times.
- While supervisors will work with staff members as they juggle an approved second job, it is expected that there will be no scheduling, time commitment or job concerns resulting from secondary employment and/or student teaching, internships, practicums, nursing clinical or extracurricular activities. Per URP 06.500 section 1C student employees may not work more than a total of twenty (20) hours per week, regardless of the number of position held on campus at one time.