Student Learning Assistance Center (SLAC)
Graduate Assistant Job Description
GA for Supplemental Instruction (SI)

General Description:
The GA for Supplemental Instruction assists program coordinators in providing leadership to an exemplary, comprehensive, and expanding Supplemental Instruction Program, and develops a deep understanding of and ability to apply collaborative learning methodology by promoting the development of its SI Leaders.

Job Duties:
- Assist in daily supervision of approximately 80 SI Leaders to include conducting observations of study sessions, meeting with leaders to discuss observations and deliver feedback, and ensuring leaders have necessary resources to facilitate effectively
- Assist in planning, development, and implementation of a comprehensive leader training prior to the start of each major semester
- Assist in gathering and analysis of all data associated with the SI program including attendance, grades and grade reports, and both quantitative and qualitative end of semester reporting
- Design and execute ongoing training meetings for all SI Leaders once each month, secure appropriate locations for meetings, and attend and facilitate meetings as needed
- Assist with recruitment, interview, and selection process for SI Leaders
- Identify programmatic weaknesses or problems and make recommendations for adaptations or solutions
- Promote SI to faculty and students at Texas State, as well as assist in the satisfactory resolution of any programmatic concerns
- Attend SLAC staff meetings and function as a paraprofessional staff member
- Function as co-site administrator along with other SLAC GRAs for SLAC social media
- Complete other duties as assigned from the Assistant Director of SLAC

Required Qualifications:
- Earned Bachelor’s degree from an accredited institution of higher education before start date
- Enrollment in a graduate degree program at Texas State University with preference given to students enrolled in the Student Affairs in Higher Education program, Developmental Education, Educational Technology, Adult Education, Educational Leadership, Professional Counseling, School Psychology, Communication Studies, or Business Administration
- Enrollment in nine graduate hours each long semester and maintenance of a 3.0 GPA
- Conditional acceptance into the Graduate College at Texas State University permissible
- Willingness to work with diverse populations, faculty, staff, and students
- Demonstrated excellent written, oral, and interpersonal communication skills
- Ability to work collaboratively with a team of professionals
• Strong organizational skills and work experience or skills in basic office management
• Ability to work independently and take initiative
• Ability to maintain an appropriate degree of confidentiality
• Possession of basic computer skills including Microsoft Office Suite

Preferred Qualifications:
• Work experience or skills in Supplemental Instruction program or tutoring center

Terms of Employment:
• Average of 20 hours worked per week (unless otherwise approved by department director)
• Start date: August 15 (negotiable to August 1)
• 12 month appointment with opportunity to renew for a second year
• Appointment ending in May of second year (unless discussed with supervisor)
• Available to work evenings and weekends
• No paid vacation, sick leave, or university-observed holidays
• Programs may require travel to Texas State University Round Rock campus

Salary
• Monthly Stipend received at the beginning of each month
• $1,317/monthly (first year of employment = $15,806 for twelve months)
• $1,377/monthly (second year of employment = $16,524 for twelve months)

Benefits
• Department-funded professional development funds for conferences and travel
• Access to workshops provided by Professional Development Office
• Access to Bobcat Balance Program & Wellness Program
• Out of State Tuition Waiver for qualifying Out of State/International students
• Insurance options provided by the student insurance plans

Mission of the hiring office
The Student Learning Assistance Center (SLAC) supplements instruction and provides services that support students in the development of skills necessary for their effective performance in and positive adjustment to the university learning environment.

Hiring Office Contact Information
Supervisor Name: Lindley Workman Alyea, M.A.
Supervisor Position: Assistant Director
Office Phone: 512-245-2998
Email: lindley@txstate.edu