Position Description: Undergraduate Education Assistant, Academic Enhancement Center

This is a part-time position supporting the academic success of URI undergraduates in all majors.

The Education Assistant’s role

The AEC Undergraduate Education Assistant (EA) works under the supervision of the AEC’s Coordinator of Academic Skills Development Programs and Community Outreach. The EA works primarily to support undergraduate students who are enrolled in the UCS 160: Success in Higher Education course. This work focuses on helping students to effectively apply planning, time management and study strategies introduced through the course to their own academic work; reflect critically on their efforts; and strategize ongoing improvement. Additional responsibilities include providing administrative support as needed for the 160 course, meeting as needed with undergraduate students not enrolled in UCS160 but in need of similar support, and assisting with online learning resources development.

The EA will participate in a program of pre-service and ongoing in-service training and development. While experience working as a tutor or peer mentor is helpful, it is not necessary.

Qualifications

• EA candidates must have demonstrably strong planning, organizing, and studying skills, and demonstrate a strategic awareness of the efficacy of their methods.

• EA candidates must demonstrate an awareness of and sensitivity to the challenges students face that relate to intersecting cultural, racial, ethnic gender-based and religious identities.

• EA candidates should be able to identify common challenges students face in achieving academic success, and identify appropriate strategies for addressing those challenges.

• It is preferred that the candidate has prior tutoring experience working with college students.

• There is no overall minimum GPA requirement, but a GPA of 3.0 or higher in non-math intensive courses is preferred.

• It is preferred that candidate has completed or is currently enrolled in courses which focus on the psychology of learning or cognitive psychology.

• It is preferred that the candidate demonstrate awareness of active learning strategies and a tutor’s role in supporting learning.

The expected pay rate for this position in Spring 2020 is $11.00 per hour.