Position Description: Undergraduate Education Assistant at the 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 Education Assistant (EA) will work under the supervision of the AEC’s Director of Academic Skills Development Programs and Community Outreach. The EA will work with undergraduate students across all disciplines to help them plan and manage their academic work more effectively, and to apply research-based strategies to studying more effectively and efficiently.

The EA will work primarily to support students who are enrolled in the UCS 160: Success in Higher Education course. This work will consist of a combination of online and face-to-face interactions focused on helping students to effectively apply strategies introduced through the course to their own work, reflect critically on their efforts, and strategize ongoing improvement.

The EA will also meet with undergraduate peers in need of similar support but not enrolled in UCS 160. This work will focus primarily on presenting students with systems and strategies goal setting, planning, managing time and work and studying more efficiently. In this role, EAs will work to supplement the Director of Academic Skills Development’s academic consultations service.

The Director of Academic Skills Development Programs will provide the EAs with a program if pre-service and in-service training and development through regular meetings and consultations and ongoing correspondence. 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.