

Incumbent: VACANT
Job Title: Program Assistant
Working Title: Tutor Program Assistant
Classification: Graduate Hourly
Position Number: U75172
Unit/Program: OMSA Academic Services Center
Reports To: Academic Services Coordinator

POSITION SUMMARY:

Reporting directly to the Tutoring and Academic Services Coordinator, the Tutoring Program Assistant assists with general administrative matters/tasks at the OMSA Academic Services Center in relation to the Tutoring and Academic Services component. In general, it is an expectation that this position will work between 4-9 hours per week. These hours can fluctuate depending upon the work needing to be completed. At least one evening per week is required (5-8pm).

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**(100%) ADMINISTRATIVE**

- Serves as the front desk administrative support to students and staff
- Serves as site administrator, in the absence of the Tutoring and Academic Services Coordinator
- Serves as the site supervisor for the Tutors, in the absence of the Tutoring and Academic Services Coordinator
- Assists students requesting a tutor
- Answers general questions related to TutorTrac
- Assist with conducting individual observations and mentoring of the Tutors and document the same, when needed
- Assists the Tutoring and Academic Services Coordinator conduct one-on-one study skills consultations and group workshops as requested by students and as needed
- Assist the Tutoring and Academic Services Coordinator coordinate academic outreach efforts: presentations about tutoring services to student organizations, cultural houses, and other targeted populations and regular, ongoing programming of workshops and other activities
- Assists with the assessment of applications and interview potential tutor candidates
- Assists the Assistant Director and the Tutoring and Academic Services Coordinator with matching students with Tutors
- Perform other duties as assigned

REQUIRED EXPERIENCE:

- Graduate student in a department related to fields of tutoring service PLUS a strong undergraduate academic background

PREFERRED EXPERIENCE:

- Program or employment experience with domestic underrepresented minority student population

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Commitment to working with students from culturally diverse backgrounds
- Knowledge of challenges, issues, or barriers facing undergraduate students, especially special student populations such as historically underrepresented and transfer students
- Must be able to establish and maintain effective work relationships with students, tutors, and other staff
- Strong verbal and written interpersonal skills. Ability to represent the department and University in a friendly, courteous, and professional manner
- Strong organizational skills and excellent decision-making skills
- Ability to work with minimal supervision
- High energy with a strong interest in above listed duties and responsibilities

Please use this link to apply for the position: <https://forms.illinois.edu/sec/6530694>.

