



**2023 - 2024 Academic Year**  
**Academic Success**  
**Graduate Assistant Job Description**

Academic Success seeks to hire a graduate assistant who enjoys working with people, can work independently on projects, is highly organized, and is an innovative thinker. This graduate assistant needs to be able to guide students toward utilizing on-campus resources, support Testing Center Services at APU, and demonstrate a desire to research best practices for academic success. This graduate assistant needs to be able to guide students into seeing options, setting goals, and encouraging students to leverage their strengths to reach success. The graduate assistant will serve students enrolled in undergraduate programs at APU, students who qualify for accommodations, and customers who utilize testing services. Through Academic Success services, we support a wide range of diverse student populations; therefore, it is imperative that this graduate assistant demonstrates a desire to learn about the varying needs of different populations and can appropriately engage and celebrate the differences of all students we work with. This graduate assistant is a vital member of our team, and we are committed to his/her growth as a person and professional.

**Title:** Academic Success Graduate Assistant  
**Reports to:** Associate Director of Academic Services

**Job Duties**

- Maintain a roster of students that requires outreach calls.
- Attend APU committee meetings and on-campus professional development opportunities related to academic advising and student success (when possible).
- Provide coordination of communication to all students in need of academic support through various means of support service (e.g., APU C.A.R.E.S. Referrals, Success Planning Sessions, etc.).
- Collaborate with the AA team to support the campus-wide enhancement of academic advising that extends beyond course selection to facilitate student and institutional goal attainment.
- Partner with appropriate APU support offices on issues related to successful student transitions.
- Work with Testing Center Services, which includes working with proctoring, assessment, and credit by exam support assistance.
- Complete other tasks as assigned (e.g., answering phones, filing, mailings, and other clerical duties).
- Work at least 15-20 hours per week in the office.
- A personal laptop will be needed. Workspace is provided in the Academic Success Center on East Campus.

**Minimum Qualifications**

- General interest in academic administration
- Discretion and commitment to FERPA compliance in handling sensitive, confidential information
- Computer literacy

**Preferred Qualifications**

- Administrative experience
- Counseling experience with an interest in academic advising for student success

**Physical, Mental, and Visual Demands**

- Must be able to lift more than 25 pounds
- Requires repetitive motions at the computer keyboard and telephone

**Career Competencies**

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Digital Technology
- Research & Assessment

- Leadership
- Professionalism/Work Ethic