

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Office of Minority Student Affairs
130 Turner Student Services Building, MC-306
610 East John Street
Champaign, IL 61820



**ACADEMIC SERVICES FACILITATOR
(50% GRADUATE ASSISTANTSHIP)**

OFFICE OF MINORITY STUDENT AFFAIRS

POSITION SUMMARY:

Under the general direction of the Assistant Director for Tutoring and Instructional Services, the Academic Services Coordinator is responsible for the coordination and general supervision of tutoring program. This position initiates the planning and implementation of various programs, events and activities of the unit. Collecting and analyzing data to show the impact of tutoring services on students, as well as providing study skills consultations are essential for this position. In general, it is an expectation that this position will work approximately 20 hours per week, with at least one evening per week required (5-8pm).

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Under the direction of the Assistant Director, will conduct tutor training meetings, individual observations, and mentoring of the Tutors and document the same.
2. Assists with the selection and training for all student hourly positions.
3. Coordinates the TutorTrac matching process.
4. Assists with the planning and facilitations of staff meetings as requested by the Assistant Director.
5. Consults attendance reports and takes appropriate action with regard to a) tutor's comments; b) student attendance at tutoring sessions; and to make reports available to appropriate OMSA staff.
6. Assists with the development and editing of printed or online materials such as the quarterly newsletter Tutor Talk.
7. Coordinates outreach efforts: presentations about tutoring services to student organizations, cultural houses, and other targeted populations and regular, ongoing programming of workshops and other activities.
8. Performs other duties as assigned.

ORGANIZATIONAL AND WORKING RELATIONSHIPS:

- This position reports directly to the Assistant Director for Tutoring and Instructional Services.
- This position supervises all student hourly positions.

REQUIRED EXPERIENCE:

- Prior experience as a Tutor or working in a learning center.

- Graduate standing in a related department PLUS a strong undergraduate academic background.
- Familiarity with UIUC undergraduate courses in the target area.

DESIRED EXPERIENCE:

- Program or employment experience with underrepresented minority student populations in the U.S.A. is preferred.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- 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, excellent decision-making skills, and an ability to work in teams and with minimal supervision.
- High energy and strong interest in above listed duties and responsibilities.

HOURS: Approximately 20 hours per week

SALARY: \$1,817.87 per month for 9-month appointment

ANTICIPATED START DATE: August 16, 2018

HOW TO APPLY: To apply, please submit the following three items to Grace Casillas (casillas@illinois.edu).

- 1) **Cover Letter** (addressing qualifications, experiences, and how you comply with requirements)
- 2) **Resume or C.V.**
- 3) **Contact information for three references** (including name, job title, phone number, and e-mail address)

Transcripts will be required before appointment can be made.

APPLICATION DEADLINE: Applications will be reviewed and interviews may be conducted immediately and will continue until a suitable candidate is identified.

WEBSITE: <http://omsa.illinois.edu/>

STUDENT AFFAIRS DIVERSITY STATEMENT:
http://www.omsa.illinois.edu/DOCS/Diversity_SA.pdf

Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).