



USF Student Affairs and Student Success

Job Title: Graduate Assistant Coordinator: Academic Success Center (ACS) Student Ambassadors Program

Position Summary: The Graduate Assistant Coordinator is primarily responsible for developing and coordinating the training curriculum of ASC Student Ambassadors in support of the ASC's mission of student academic success. Through the use of various training techniques that include up-to-date instructional design methods and management strategies, the coordinator delivers programs aimed at developing strong student leaders who exhibit appropriate on-the-job content knowledge, professionalism, and career readiness.

Nature of Work

This 12-month, 20-hour per week graduate assistant position will report to the Assistant Director of the Academic Success Center. This position is an opportunity to develop administrative skills which include assessing the day-to-day training needs of ASC student Ambassadors specific to each of the ASC centers: SMART Lab, Tutoring Center, and The Writing Studio. The GA Coordinator will facilitate workshops dedicated to enhancing the leadership skills of ASC Student Ambassadors by focusing on critical thinking, problem solving, communication, collaboration, professionalism, and career readiness. The individual in this role will assist in defining learning objectives that meet training initiatives relevant with the ASC mission and vision of student success and propel the development of leadership skills. The GA Coordinator works closely with the ASC Assistant Director in hiring, interviewing and vetting applicants to join the ASC as Student Ambassadors.

Due to the extended operating hours of the Academic Success Center, this position requires flexible hours involving some evening and weekend hours.

Examples of Duties:

- Hire, train, and supervise Federal Work Study (FWS) student employees who make up the ASC's Student Ambassadors Program
- Assist in overseeing the day-to-day operations of the various centers at the ASC: SMART Lab, Tutoring Center, and Writing Studio
- Create and update training materials such as employee handbooks and work procedures
- Conduct employee evaluations
- Participate in various outreach events representing the ASC, to include new student orientations and speaking with students enrolled in the Academic Foundations Seminar
- Assess needs of individual student Ambassadors and create plans to support their professional development.

Knowledge and Abilities:

- Communicate effectively orally and in writing
- Establish cooperative working relationships with students and administrative staff.
- Have working knowledge of learning theory and student development