



## Graduate Assistant - Academic Success Coach

Office of Undergraduate Programs, GW School of Business

The [Office of Undergraduate Programs](#) in The George Washington University [School of Business](#) (GWSB) is seeking two Graduate Assistant - Academic Success Coaches to support the core activities associated with all aspects of Undergraduate Advising, with a focus on success coaching. Preference will be given to applicants at the graduate level (enrolled in Master's or PhD programs at GW).

### Duties include, but are not limited to:

- Manage a caseload of approximately 30 undergraduate business students on Academic Probation for the Fall 2020 and Spring 2021 semesters as an [Academic Success Coach](#).
- Work closely with students on Academic Probation, engaging with each student at least 3 times throughout the semester, to help improve academic success strategies and access to campus resources.
- Serve as an academic success resource for any GWSB student in need of academic success coaching.
- Support the [First Year Development Program \(FYDP\) and Transfer Student Development Course \(TSDC\)](#) through the possibility of co-teaching 1 section of either FYDP or TSDC.
- Assist in streamlining communications and processes related to Academic Probation and Success Coaching.
- Provide front-line customer service to undergraduate students, faculty, staff and guests to the Undergraduate Advising Center (e.g. scheduling appointments, answering phone and emails, etc.)
- Assist with tracking, managing and processing advising forms.
- Provide administrative support to the Undergraduate Advising staff with regard to advising-related events, information sessions, co-curricular programs, and assessments.
- Assist with special projects (e.g. tracking/analyzing appointment data, organizing student information, etc.)
- Participate in Advising Team Meetings, Undergraduate Programs All-Staff Meetings, and required training with the Office of Undergraduate Programs.
- Provide support for other office projects, initiatives, duties as assigned.

### Preferred Qualifications:

- Bachelor's Degree (Required)
- Experience working with undergraduate students in a student services area
- Experience or training in facilitating developmental conversations with undergraduate students
- Experience and strong familiarity with online teaching tools (e.g. Blackboard)
- Ability to work effectively in a team and strong communication skills
- Demonstrated experience in working with MS Office and Google software

### Position Information:

- This position is for the 2020-2021 academic year.
- The *estimated* award for this position is a total of \$8,400.00 for 20 hours/week during the Fall 2020 - Spring 2021 academic year. Final award information will be provided to the selected candidate.
- The anticipated (*tentative*) start date for this position is the week of August 17, 2020.
- This position reports to the Assistant Director of Undergraduate Advising Operations.
- Additional requirements and information will be provided in the selected candidate's award letter.
- All interested applicants please send a resume and cover letter to Cait Shannon at [caitshannon@gwu.edu](mailto:caitshannon@gwu.edu)

**Note:** This position description is subject to change and final information will be communicated in the selected candidate's award letter.