



Office of Work Life Engagement

POSITION ANNOUNCEMENT

Position: GRADUATE ASSISTANT- ACADEMIC COORDINATOR

Department: Educational Support Service

Reports to: Director of Educational Support Services

Anderson University (IN) seeks one male graduate and one female graduate assistant to serve as Academic Coordinators for the 2021-22 academic year.

Responsibilities include, but are not limited to:

- Assist with monitoring and documenting academic progress of assigned students, probation students, and student-athletes
- Monitor class attendance of assigned students
- Assist Educational Support Services in the implementation of programs to provide academic support, academic skills development and learning strategy improvement
- Periodically assist Disability Services for Students with provision of testing accommodations and support of students with disabilities
- Understand the advising system to monitor and assist in class scheduling and assessing of academic progress of assigned students
- Monitor grade status of assigned students
- Organize and monitor assigned study halls and assist in arranging tutors for selected students and student-athletes
- Work with ALPHA program students.
- Help with LART 1010 Strategies for Academic Success class
- Frequents female residence halls visiting rooms of assigned students for female GA.
- Frequents male residence halls visiting rooms of assigned students for male GA.

Qualifications:

Qualified candidate will have a Bachelor's degree;

- Commitment to University mission and Christian lifestyle.
- The graduate assistant must meet University lifestyle expectations, GPA requirements and work responsibilities to be reappointed for the 2022-23 academic year
- 10 month appointment: August through May.

Benefits: Tuition waiver for a Master's Degree (graduate programs in business and theology), \$5000 per year stipend paid bi-weekly over 10 months, campus housing, upon availability, and shared with other GAs. Graduate Assistants receive the remitted tuition benefit of 100%. This is a tuition waiver of up to \$5,250 per year that is not taxable; tuition beyond this amount is taxable. Pre-requisite courses taken at Anderson University, the MBA Technology Fee, the SOT Community Fee and the Graduate Fee are covered by the tuition waiver.

Position Available: August 1, 2021. Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position. Background check is required.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.