



## Graduate Assistant for the Academic Resource Center

### **General Description:**

The Graduate Assistant for the Academic Resource Center (ARC) will provide both direct service to students, as well as perform a variety of administrative duties related to the ongoing operations of ARC. This will include one-on-one academic coaching with students, academic programming, creating marketing materials, assisting with the MARQ 1030 Academic Recovery course, and carrying out duties as assigned by the Graduate Assistant's supervisor – the Assistant Director of the Academic Resource Center.

In addition to these roles, the Graduate Assistant will work closely with the entire ARC staff in delivering services to Marquette students. The main functions of the office are to offer tutoring, academic coaching, and retention initiatives in collaboration with the Lemonis Center for Student Success (LCSS) and the Career Center.

### **Program Descriptions**

**Academic Coaching** consists of one-on-one college skills development sessions. Primarily, these skills include time management and effective study strategies. Academic Coaching typically lasts three sessions over three weeks: time management, study skills, and troubleshooting. In addition to full-time staff and Graduate Assistant coaches, ARC also employs undergraduate Peer Academic Learning Specialists (PALS) to coach as well.

The **Tutoring Program** offers small group tutoring services designed to help students develop the skills necessary to meet the demands of the Marquette University curriculum. The program employs over 100 student tutors and offers over 400 small groups that meet each week throughout the semester. They offer drop ins most Sundays based upon the academic calendar, exam schedule and student need/requests.

### **Specific Responsibilities – Academic Year**

- Work 20 hours per week in ARC, including attending regular staff meetings and supervisor check-ins
- Complete Academic Coaching curriculum training provided by ARC staff
- Conduct one-on-one study skills sessions with students
- Conduct group workshops on a variety of college success strategies across campus
- Assist with mentoring undergraduate Peer Academic Learning Specialists (PALS)
- Assist with data tracking and communication for MARQ 1030 students
- Assist with planning, coordinating, and implementing programs and services for ARC
- Other duties as assigned

### **Remuneration**

\$20,000 stipend per year

6 tuition credits per semester/12 tuition credits per year

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### **Contact Information**

Eli Marten

Assistant Director

Academic Resource Center

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