POSITION ANNOUNCEMENT: Graduate Assistantship

POSITION TITLE: Coordinator, Intensive Educational Development (IED) Tutoring Component

CATEGORY: Graduate Assistant (12 months, 20 hours per week)

RESPONSIBILITIES: The coordinator reports directly to the Associate Director for Academic Achievement Programs (AAP). The coordinator assists the Associate Director with:

- recruiting and supervising tutors;
- collecting, recording, and analyzing service data statistics;
- preparing materials for and participating in Staff Development;
- recording tutors’, students’, and other tutor staff members’ activities;
- measuring program effectiveness through research and student progress evaluation; and
- helping the AAP office as needed.

QUALIFICATIONS: • Master’s degree required; doctoral candidates preferred;
• knowledge of development of data-based information management systems according to specifications;
• knowledge or research development;
• strong inter-personal skills;
• effective writing and speaking ability;
• ability to establish rapport with student from multi-cultural backgrounds;
• experience with college students and university faculty;
• some administrative and supervisory experience

SALARY RANGE: Varies, based on status and tuition remission

TO APPLY: Send resume, transcript, and two recommendations to:

Academic Achievement Programs
2204 Marie Mount Hall
University of Maryland at College Park
College Park, Maryland 20742

CLOSING DATE: Until filled; for best consideration, submit by December 20, 2012

EEO/AA

For further information, please contact Dr. Tilahun Beyene at (301) 405-4739.