

**Graduate Assistant – Academic Support Center
Assistant SLA Coordinator**

General Description

The Assistant SLA Coordinator works under the direct supervision of the SLA Coordinator, Academic Support. The position is responsible for assisting in the training and observation of SLA Subject Area Supervisors and SLA Leaders. Additionally, the Assistant SLA Coordinator oversees the SLA Subject Area Supervisors and SLA Leaders. Assistant SLA Coordinator assists with the observation, instruction and support necessary to help APSU students develop effective learning habits, be successful in their courses, and achieve their educational goals.

Primary Duties and Responsibilities

- Directly supervise the SLA Subject Area Supervisors.
- Assist in training and mentoring SLA Subject Area Supervisors and SLA Leaders.
- Serve as a substitute SLA Leader, as required.
- Assist in making sure SLA Leaders and SLA Subject Area Supervisors turn in all timesheets.
- Review SLA Leader lesson plans and provide feedback, and guidance for improvement, if needed.
- Provide additional small group instruction or make-up training as needed.
- Create Excel spreadsheet with SLA Leader schedules and availability.
- Observe all SLA Leaders at least twice during the semester.
- Report any concerns about students to SLA Coordinator
- Maintain confidentiality about all aspects of the Academic Support Center.
- Maintain a safe environment for learning by ensuring that classroom policies and procedures are observed and classroom management is maintained.
- Perform other job related duties as assigned.

Essential Functions

- Ability to communicate effectively with staff and students.
- Ability to assess individual learning styles and promote appropriate learning strategies.
- Ability to maintain accurate records.
- Ability to maintain an educational environment, which encourages learning.
- Ability to make decisions and work independently.
- Ability to ensure policies and procedures are followed when making decisions.

Qualifications

Applicant must be a currently enrolled in a graduate program at APSU. Prior experience in education, working with teaching, SI, SLA, or tutoring. Must have a 3.5 or above GPA as an undergraduate student and/or 3.25 or above as a graduate student. Also must have working knowledge of MS Excel.