

CO-DIRECTOR, GREATER UNIVERSITY TUTORING SERVICE (GUTS)

Program Assistant Position Description – 18-19 AY

Organization Summary

The Greater University Tutoring Service (GUTS) is a registered student organization (RSO) that facilitates peer tutoring and enrichment programs, including tutoring for academic courses, facilitation of language and cultural exchange partnerships and events, and general study skills consultations and workshops. GUTS serves over 2,000 students each semester. Current programming areas include Conversational English, Drop-In tutoring, Academic Match tutoring, Foreign Language Learners, Transitions graduate student panels, and Study Skills programs. GUTS is funded through the Associated Students of Madison (ASM) and supported by the Center for First-Year Experience (CFYE). For more information, visit <http://guts.wisc.edu/>.

Position Description

Two graduate student program assistants (Co-Directors) lead GUTS. The Co-Directors are responsible for supervising an undergraduate student staff of 16 students (GUTS Staff). In coordination with the GUTS Staff, the Co-Directors are responsible for implementing tutoring and learning assistance programs to meet the needs of students at UW–Madison. The Co-Director position provides many opportunities for individual creativity and initiative in shaping the future development and quality of the GUTS program.

Required Qualifications:

- Must be able to commit to serving as a Co-Director for a **minimum of 2 years**.
- Must be available to work during the regular office hours for GUTS and attend **weekend/evening** meetings as needed. Office hours vary each semester based on Co-Director and GUTS Staff availability.
- Must hold office hours between 9-5pm during the week.
- Co-Directors are expected to work a minimum of 15 hours per week (in office), with the understanding that some weeks will require 20 hours due to meetings, trainings, outreach events, etc. Below are the Spring 2018 GUTS office hours:
 - Monday 10am-5pm
 - Tuesday 9am-4pm
 - Wednesday 10am-5pm
 - Thursday 10am-5pm
 - Friday 11am-4pm
- Must maintain at least part-time graduate student status at UW-Madison throughout the 2018-19 academic year.
- Must be in good academic standing with the Graduate School and candidate's graduate program.

Preferred Qualifications:

- Master's degree or higher in counseling, psychology, student development, educational administration, educational psychology, curriculum and instruction, or other related field.
- Excellent organizational leadership, problem-solving, and interpersonal skills.
- Commitment to the philosophy of peer education and student development.
- Prior experience with some or all of the following:
 - College level tutoring/academic/learning support;
 - Supervision of part-time student hourly staff;
 - Budget management;
 - College student counseling/advising;
 - Volunteer recruitment, training, and support;
 - Involvement and leadership in undergraduate student or volunteer organizations;
 - Publicity, marketing, and outreach.
- Familiarity with Word, Excel, and PowerPoint.
- Knowledge of UW-Madison academic programs, campus resources, residence halls, and student organizations.
- Outstanding written and verbal communication skills.

Principal Duties and Responsibilities

The Co-Directors are responsible for the following and will divide responsibilities equally:

1. Student Staff Supervision and Training – 40%

- Recruit, select, train, supervise, and evaluate a staff of undergraduate students to serve as program coordinators and staff assistants.
- Establish GUTS Staff work priorities and schedules, and develop operational rules and procedures for GUTS Staff.

2. Program and Office Administration – 30%

- In coordination with the GUTS staff, set organizational policy; maintain or update the mission and vision statements; develop strategic plans.
- Establish and maintain a positive and productive work environment with an emphasis on effective communication and collaboration.
- Create, manage, and track an organizational budget within state, University, and ASM rules and parameters.
- Maintain regular office hours and be available to support GUTS Staff.
- Complete necessary processes, reports, and documents to maintain good standing with ASM; including the Student Services Finance Committee (SSFC) and Student Activity Center (SAC).
- Facilitate staff training, staff meetings, and relevant ASM Council and committee meetings.

3. University Outreach – 15%

- Work in conjunction with the GUTS Staff to design and implement campus-wide tutor recruitment and awareness campaigns.
- Develop meaningful partnerships with faculty, staff, graduate and undergraduate students, and University offices, which include, but are not limited to, the McBurney Disability Resource Center, International Student Services, Associated Students of Madison, College Library, Steenbock Library, and college/school learning centers.
- Advocate for the organization across the campus community.

4. Program Assessment and Evaluation – 15%

- Assess the effectiveness of the organization's programs, services, and procedures.
- Review literature to ensure GUTS is utilizing best practices in tutoring and learning support.
- Research and benchmark other tutoring and learning assistance programs on campus and at peer institutions (as needed).
- Research services provided by other tutoring services and learning assistance programs on-campus. Work to develop synergy and reduce redundancy.
- Develop, distribute, and analyze program evaluations for program participants.
- Compile and submit mid-year and end-of-year reports to CFYE and ASM.

Benefits

- Appointment from **June 2018 - May 2019** (start date flexible)
- Paid 50% PA appointment (20 hours/week), tuition remission, and all benefit opportunities outlined here: <http://www.ohr.wisc.edu/benefits/new-emp/grad.aspx#overview>

Supervision

The Assistant Director for Academic Engagement in the Center for the First-Year Experience, within the Division of Student Life, supervises the Co-Directors and Advises GUTS.

Application Process

Applicants should submit a singular PDF file, titled as "candidate last name, first name" that includes a cover letter and resume, to Claire Barrett, Assistant Director of Academic Engagement in the Center for the First-Year Experience, at claire.barrett@wisc.edu by **5:00PM** on **Sunday, March 11, 2018**.