

Academic Support Assistant

Position Summary:

As a member of the Student Life team, the Academic Support Assistant provides support to peers in their academic pursuits. The role of the Academic Support Assistant is twofold. First, to provide direct study skills help that assists students in the fundamentals of university learning, such as managing your time or the value of study groups. Second, to act as a point of contact for navigating the various existing academic resources on campus and online that will enable students to succeed. The Academic Peer Support Assistant will be trained in order to support their peers, be supervised and supported by the Student Success Coordinators and will work approximately 6.5 hours a week.

Employment Dates: August 21, 2019 – April 30, 2020

Reports to: Student Success Coordinators.

Qualifications for all Student Leader positions:

- Open and willing to serving within a Christian context.
- Support the King's mission and vision as well as demonstrate a commitment to King's community values.
- Registered in at least your second academic year at King's throughout term of position.

Qualifications for the Academic Support Assistant:

- Maintain a current and cumulative GPA of 3.0 or above.
- Ability to identify and apply effective study techniques.
- Ability to develop strong interpersonal relationships.
- Confidence in approaching faculty and staff.
- Strong communication and problem solving skills.
- Ability to work in a team.
- Self-motivated and demonstrate initiative.
- Capacity to apply appropriate boundaries and make appropriate referrals.

Responsibilities:

- Attend orientation (fall and winter) in order to welcome incoming students into King's.
- Help students clarify their own thoughts and ideas related to their academic needs.
- Help students set study goals and priorities.
- Provide basic study skills help from own experience.
- Become familiar with the range of resources available, from print, online and services on campus.
- Make referrals and facilitate connections between students and faculty and staff.
- Understand the academic standing process at King's.
- Use the student records system and adhere to policies regarding confidentiality and boundaries.
- Advertise and market the academic peer support service.

Mandatory Dates:

- Attend Pass the Torch Meet and Greet (brunch), Saturday, March 16, 2019, 9:00am - 12:00pm
- Student Leader Residence Move In Dates: Saturday, August 17, 2019
- Attend Student Leader Welcome Back Event, Wednesday, August 21, 2019, 5:00 pm

- Attend Student Leader Retreat - Thursday, August 22 – Saturday, August 24, 2019
 - Please note that the welcome event may be incorporated into the retreat. If this happens, it is likely we will leave for the retreat venue the afternoon of the 21st. Please ensure you are available by noon on that day.
- Attend On Campus Training - Monday, August 26 - Wednesday, August 28, 2019
- Assist with New Student Move In, Thursday, August 29, 2019
- Help facilitate and staff New Student Orientation, Friday, August 30, 2019
- Assist in facilitating and staffing new student information table, Tuesday, September 4 – Friday, September 7, 2019
- Meet with a King's Student Counselor at least one time in the Fall semester
 - Book an appointment online via the King's website
- Attend and help facilitate the Fall Student Retreat, Friday, September 13 – Sunday 15, 2019
 - Register for the retreat using course code UNIV065A during the first week of classes; retreat costs are fully compensated
- Participate in and promote Globe Aware Week, Monday, January 27 – Friday, January 31, 2020
- Attend training workshops and in-services on Saturday, October 19, 2019 and Saturday, January 11, 2020 as well as any others throughout the year TBD by supervisor
- Attend Pass the Torch Meet and Greet (brunch), Saturday, March 14, 2020, 9:00am--12:00pm
- Please note that there may be additional dates that are specific to your functional area

Expectations for all Student Leader positions:

- Serve as a role model by demonstrating integrity inside and outside of the classroom
- Demonstrate ability to develop strong interpersonal relationships
- Set an example for what a successful student looks like by living with integrity, participating in activities throughout the year, and contributing to King's community life
- Demonstrate sensitivity toward diversity issues through friendship and advocacy for students.
- Have a working knowledge of and abide by the regulations, policies, and procedures of King's as described in the Student Handbook and Community Living Standards

Honorarium:

- Academic Support Assistants receive an honorarium of \$1235 divided over 2 semesters
- Free admission to the Fall Student Retreat.

Please Note: Irregular hours; must be prepared to work on some evenings and weekends.