



## Success Course Peer Assistant Position Description

<b>Title:</b>	Success Course Peer Teaching Assistant
<b>Department:</b>	Waino Wahtera Center for Student Success.
<b>Reports to:</b>	Coordinator for Transition and Success
<b>Compensation:</b>	\$12.00/hour (or minimum wage) for all training and scheduled hours.
<b>Appointment:</b>	Anticipated 2-4 hours per week for 14 weeks.
<b>Training:</b>	Spring training on Saturday, April 2, summer training modules in Canvas, Safe Place training, and Fall Training

### Position Summary:

The Success Course Peer Teaching Assistants are responsible for providing leadership, information, and resources, and fostering a learning environment for all students enrolled in UN 1000: *Frameworks for Success*, UN 1010: *Creating Your Success*, and UN 1011: *Strategies for Success* in the fall semester.

### Responsibilities:

- Develop a positive relationship with the students in your section. Meet weekly with your section instructor to help create lesson plans for the course, deliver class material, grade, and create interactive activities.
- Deliver weekly announcements about campus events, activities, and academic deadlines.
- Be a supportive role model for the students in your section.
- Maintain confidentiality related to grading information, as well as student issues and concerns.
- Be available to spend two hours per week on success course-related work. This includes your weekly class meeting time, instructor meeting time, and any outside preparatory time.
- Willing and able to complete summer training modules in Canvas, Safe Place training, and Fall Training on Thursday, August 22, and/or Friday, August 23, 2024.

### Essential Job Requirements:

#### Minimum Qualifications:

- Enrolled as a full-time undergraduate student for the fall semester.
- Have completed two semesters of academic work at Michigan Tech by the time the appointment begins.
- Must have a minimum cumulative and semester grade point average (GPA) of 2.50 at the time of application and maintain it throughout his/her time as a staff member.
- Must be free of any disciplinary sanctions imposed through the Office of Academic and Community Conduct at the time of application and remain free while employed with the Waino Wahtera Center for Student Success.
- Must have satisfactory academic progress towards their degree.

### Desirable Qualifications:

- Knowledge about, or experience with the ExSEL program, living-learning communities or academic probation process at Michigan Tech.
- Have taken UN1000, UN1010, and/or UN1011 in a previous semester.
- Demonstrated understanding of the skills and habits necessary to be academically successful.
- Experience with CANVAS.

Contact us at (906) 487-3558 or [success@mtu.edu](mailto:success@mtu.edu) with any questions.

