

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Graduate Assistant- Academic Resource Center

Preparation Date: January 2024

Wartburg College is dedicated to challenging and nurturing students for lives of leadership and service as a spirited expression of their faith and learning. Founded in 1852, Wartburg College is a selective liberal arts college internationally recognized for its community engagement and academic excellence.

The institution is at an exciting moment as it embarks upon “Our Brightest Days: Realizing Purpose, Leading Change,” the College’s new strategic plan. As indicated in the newly adopted vision statement, “Wartburg College is called to be the leading institution in education of the whole person. Together, we create an inclusive community combining diverse curricular and co- curricular experiences to prepare students to be resilient leaders of positive change through service in a complex world.”

Principle Duties and Responsibilities

1. Provides academic support services for students having academic difficulty in partnership with appropriate campus offices and academic departments to increase student success and retention.
2. Assist with operations of Peer Learning Lab (PLL) and Tutor Labs which includes training and supervision of student staff, supporting needs of academic departments and students, and collaboration with ARC staff to ensure consistency in office procedures between PLL and ARC. Assess services provided by both ARC areas to determine gaps in student needs, duplication and increasing efficiencies.
3. Coordinate and deliver workshops for students on topics such as time management, goal setting, reading strategies, etc.
4. Collaborate with ARC Office Coordinator to provide training and ongoing supervision for ARC Peers.
5. Research best practices in student support and retention.

Minimum Requirements

- Requires a bachelor's degree from a regionally accredited college/university.
- Requires communication skills and desire to work with college-age students.
- Candidate must have project management skills, including flexibility, problem solving and leadership development skills.
- Must be enrolled in the prescribed MA in Leadership courses each term.
- Must maintain an overall grade point average of 3.00 while in the GA program.
- Must meet the eligibility requirements for employment within the United States.
- Must successfully complete a background screening.

Application Procedure

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. For specific inquiries contact jessica.herrmeyer@wartburg.edu. **Please note before an offer of a graduate assistantship can be extended, a student needs to be fully admitted to the [Master of Arts in Leadership](#).** Application information can be found here and questions regarding the application can be sent to gradstudies@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until the position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.