



STUDENT AFFAIRS

CENTRAL MICHIGAN UNIVERSITY

Job Title: America Counts and Reads Graduate Assistant

Department: Mary Ellen Brandell Volunteer Center

Date: Academic Year Assistantship, August 2023 – May 2024

Primary Duties and Responsibilities will include managing:

- 50%** Oversight and team coordination with the ACR student coordinator in conducting and planning monthly ACR trainings and special events, such as D.E.A.R. (Drop Everything and Read), National Literacy Awareness Week, Pi Day, etc. The Graduate Assistant will hire and train CMU students to serve as tutors and will be responsible for tracking timesheets bi-weekly for each tutor with the Volunteer Center Office Professional. The Graduate Assistant will create a schedule for each tutor based on their availability and the availability of teachers as provided by each elementary school principal.
- 30%** School Site visits and tutor observations: The Graduate Assistant is responsible for visiting each school periodically, observe each tutor one time each semester, and provide constructive feedback for each tutor when necessary.
- 15%** Collaboration with community partners: The Graduate Assistant will meet with principals to ensure that America Counts and Reads is fulfilling their district needs, and will consistently communicate with teachers and principals as well as the Director of the Volunteer Center.
- 5%** Volunteer Center and program support: The Graduate Assistant provides support to general office and student team management and represents the Volunteer Center and the Student Affairs Division at events such as Pre-Orientation, Transfer Orientations, and other campus recruitment events. Graduate Assistants may also sit on various Volunteer Center or other university committees as necessary, engages in public speaking events on behalf of the Volunteer Center, aids in promotion of all Volunteer Center programs, and addresses issues and needs requiring immediate response.

Other duties and assigned.