The Undergraduate Academic Support position works within our iSchool Resource Center to provide tutoring and enrichment opportunities for undergraduate Information Sciences students. As a part of the academic support team, this position will provide individual and group tutoring for Information Sciences (IS) courses, collaborates to create academic enrichment and engagement opportunities, and is a part of student success initiatives for the iSchool. Applicants must be able to work in-person and available to work approximately 10 hours per week throughout the semester.

Qualifications:

• Currently enrolled full-time (12+ hours) undergraduate student at the University of Illinois at Urbana-Champaign in the School of Information Sciences (B.S. Information Sciences)

• Must be strong academically and in good academic standing, with an overall GPA of 3.20 or higher and receiving a B+ or higher in all IS and INFO courses at ILLINOIS

• Completion of at least 24 credit hours of undergraduate coursework, and at least one full-time semester at ILLINOIS

• Completion of at least 12 hours in Information Sciences (IS) coursework, with a preference for completion of some, or most core classes: IS 101, IS 202, IS 203, IS 205, IS 206

• Comfortable with programming (focus on Python) as well as SQL.

Responsibilities:

• Engage in academic activities with students either one-on-one or in groups, and both in-person and online

• Assist students in the development of appropriate study skills

• Create or assist with the development of student resources, workshops, and other innovative programs to support student success

• Maintain consistent communication with supervisory staff and peers

• Responsible for student tracking and maintaining privacy and confidentiality

• Model appropriate academic attitudes and behaviors to staff, faculty, and students

Required Knowledge, Skills, and Abilities:

• Ability to work with a diverse group of undergraduate students

• Possess good interpersonal and organizational skills

• Reliable and able to manage a consistent schedule throughout the entire semester

• Patience and a strong desire to help students achieve their goals

• Knowledge and successful application of various basic academic skills

• Ability to work independently applying critical thinking skills and problem solving to various situations • Previous experience in educational settings is valued, but not required

Application:

• Statement of Interest in the position (why you are interested and would be a good fit)

• Resume with contact information (email and phone number)

• Unofficial Transcript

• Include your weekly availability for the upcoming semester

Contact: Meg Edwards, Assistant Dean iSchool, mbedward@illinois.edu

Deadline: February 1