**Number of GAs: 1**

**Position: Graduate Assistant (GA) - P.A.S.S. Tutoring Department**

**Position Summary:**

In our Passionate About Student Success (P.A.S.S.) Tutoring Department, we strive to provide high-quality customer service to the students we serve, and the tutors that we employ. The GA in this department would have to maintain daily communication with students, tutors, and team members, providing all constituents with resources to be successful. GAs will meet with students to inform them about the academic resources we offer on campus. GAs will be responsible for reporting electronic records of tutor worktimes and other data-related activities. The GA is expected to work with other Academic Achievement and Retention Center (A.A.R.C.) staff members to serve our deserving TSU students. This position is highly engaging, and requires strong communication skills to provide a warm, welcoming environment for our students!

**Responsibilities:**

* Assisting P.A.S.S. Tutoring Director with running a successful tutoring department for the success of our TSU scholars.
* Meeting with students and providing them with information on the academic resources offered within our department.
* Maintaining professional communication with P.A.S.S. Tutoring Staff.
* Maintaining social media networks and innovative content creation.

**Qualifications:**

* Professional communication skills.
* Passionate about student success.
* Customer service skills.
* Strong organizational skills.
* Creative problem-solving skills.
* Tech Savvy.
* Team-Centered