The Office of Multicultural Student Services (MSS)  
Division of Student Affairs  
Washington State University  
April 2019

Graduate Internship – Academic Enrichment Center (AEC)  
(20 hours per week)

The Office of Multicultural Student Services (MSS) Academic Enrichment Center is accepting applications for a graduate intern. This .5 FTE appointment is for the 2019-2020 academic year. The offer requires eligibility for work-study and Washington residence, and includes a tuition waiver and a stipend. The recipient must be enrolled full-time in a graduate program at WSU. Applicants from all academic fields will be considered, but those with coursework and/or interest in program coordination, organizational management or in the field of higher education administration will be given priority. The recipient must be in good academic standing and meet all other eligibility requirements for graduate internship.

The Graduate Internship (GI) for the Academic Enrichment Center assists with the implementation of programs and services led by the Assistant Director for Mentoring and Academic Programs. In particular, the GI assists with the day to day management and operations of the AEC and other services under the direction of the Assistant Director. In this capacity, the GI assists with the planning, implementation, coordination, and evaluation of the programs and services to support the mission and goals of the AEC/MSS. This position reports directly to the Assistant Director for Mentoring and Academic Programs.

Responsibilities (by Hours):

Tutoring (12 Hours-weekly activities)  
Assist with the AEC Tutoring Program logistics—tutoring, tutor recruitment, scheduling, supervision, assessment, reporting, data collection, verification and entry, and marketing.  
a) Provide tutoring in needed subjects related to GI’s education and skills, model tutoring behaviors, strategies, and reporting for other AEC tutors.  
b) Assist in recruiting tutees, specifically, assist recruiting mentees and SSP students and collaborate with MSMP’s “Mentor-Tutor Group Study Nights.”  
c) Work with tutors and prepares semester tutoring schedules.  
d) Assist with tutors’ proper reporting process (encoding, and reporting on tutors’ goals, learning objectives, tutee’s progress and overall tutors’ job performance).  
e) Verify and enter data from tutoring reporting forms, recruiting contact sheets, and other data as directed by Assistant Director.  
f) Assist with the coordination and assessment of learning outcomes for tutors.  
g) Assist with the planning and coordination of the tutors training orientation sessions.  
h) Assist in promotion of programs and services.

Workshops (3 Hours-weekly activities)  
a) Coordinate workshops logistics such as marketing, reserving rooms, following with guest speakers, hosting sessions, and documenting and keeping track of attendance.
Administrative Duties (5 Hours)

a) Maintain scheduled office hours at the AEC. Candidate should be available to hold office hours (20 hours) per week.
b) Meet regularly with the Assistant Director to ensure high quality operation of programs and services.
c) Become familiar with and support the initiatives designed to accomplish the University, MSS, and the AEC mission and goals.
d) Become knowledgeable of University resources and assist in the facilitation of tutors’ utilization of those services.
e) Attend MSS staff, AEC meetings, and other activities and events as required.
f) Represent the office as a member of the AEC, MSS, and the University.
g) Complete any other tasks required by the Director and Assistant Director.

Required Qualifications:

a) Ability to work collaboratively and effectively with colleagues.
b) Experience in program management, preferable program coordination, training, and marketing.
c) Demonstrated excellent administrative, organizational and problem-solving skills.
d) Strong attention to detail.
e) Strong familiarity with basic MS Office software including Excel spreadsheets and databases.
f) Ability to prioritize and handle multiple projects simultaneously; ability to meet deadlines.
g) Ability to identify and initiate work projects and function independently; self-starter.
h) Demonstrated strong communication and interpersonal skills.
i) Demonstrated cultural competency with minority students.
j) Experience in an academic setting, preferably departmental or student affairs.

To apply for this competitive position, please email a cover letter, resume, and two references including contact information to Virginia Tavera-Delgado, vdelgado@wsu.edu. For subject line, please write “AEC GA position.” Applications must be received by Friday, May 17, 2019.