

Thank you for your interest in a position with The University of Maryland Department of Intercollegiate Athletics Academic Support & Career Development Unit (ASCDU). Our department strives to cultivate an effective learning environment for Terrapin student-athletes while fostering continued development of academic and self-management skills necessary in **LIFE**. ASCDU provides a variety of academic support services to student-athletes such as: academic counseling, writing support, learning support services, supervised study, academic skill development, student welfare and career development opportunities, as well as math and language support.

ASCDU’s Learning Support Services includes a tutorial program offered to all student-athletes on an individual, small-group, and walk-in basis. Currently, our tutorial program fills approximately 500 tutor requests each semester and staffs over 100 tutors.

In general, all ASCDU employees must possess more than just proficiency of course material. Applicants must also demonstrate effective communication, organization/time management, goal-setting, and problem-solving skills. To work for ASCDU, qualified applicants must complete training to ensure understanding and willingness to comply with applicable UMD, NCAA, Big Ten, and ASCDU policies, procedures, and guidelines. Additional training and meetings are also required.

Please review the enclosed information thoroughly to determine if you are interested in applying. To apply, please complete the application form and return all required documentation to the ASCDU Program Coordinator 1697 Terrapin Trail, Xfinity Center or [**terptutor@umd.edu**](mailto:terptutor@umd.edu).

Please note that submitting an application does not guarantee employment.

**GENERAL QUALIFICATIONS & REQUIREMENTS**

# **Minimum Qualifications:**

* Sophomore, junior, senior, or graduate student with a cumulative GPA of 3.00 or higher.
* Earned at least an A- in the course, or taught the course at UMD or another institution.
* Demonstration of both patience and professionalism.
* Maintain confidentiality at all times; keep all student-athletes’ grades and/or progress private except when discussing with designated ASCDU Program Coordinator, Learning Specialist, or Advisor.
* Ensure academic integrity by following applicable NCAA, UMD, and ASCDU policies.

**Minimum Requirements:**

* Attend meetings and training workshops.
* Submit documentation of tutorial sessions.
* Provide content support through supplemental instruction.
* Offer assistance with developing study strategies and weekly study plans.
* Assess the tutee’s progress throughout tutorial assigned sessions.
* Serve as a positive academic role model.
* Willing to work with diverse learning needs and utilize a variety of learning strategies.

**EMPLOYMENT POSITIONS AT ASCDU**

**ASSISTANT ATHLETIC ACADEMIC COUNSELOR – AAC**

Assistant AACs perform various tasks covering several components of the tutorial program, and assist Academic Athletic Counselors as needed with administrative duties. Assistant AACs provide effective management and mentorship as well as encouragement for both student staff and student-athletes. This position will work under the direct supervision of the Program Coordinator.

**Responsibilities include:**

* Facilitate objective based study hall (OBSH) and student-athletes academic hours
* Meeting one-on one with “at-risk” student-athletes to provide academic support
* Monitor the successful completion of student-athlete academic objectives
* Noting potential Disability Support Service (DSS) students for referral to Learning Specialists or AAC
* Recruiting and training tutors with administrative experience
* Strong organization, attention to detail, and extensive knowledge about internal resources (i.e. tutorial manual, orientation/training) as well as campus-wide learning support services

**ASSISTANT LEARNING SPECIALIST – ALS**

ALS are responsible for assisting the Learning Specialists by providing individualized academic support services to student-athletes who have learning differences, learning concerns, and education impacting disabilities. This position will work under the direct supervision of the Sr. Learning Specialist.

**Responsibilities include:**

* Collaborate with Learning Specialists to design and provide individualized academic services for student-athletes.
* Assist with screening and reviewing of academic skill levels of student-athletes
* Assist in the development and delivery of learning support programming
* Conduct one-on-one learning support sessions with student-athletes on assigned caseloads to enhance study skills, reading competencies, writing proficiency, note taking, test taking, and time management skills
* Assist student-athletes in obtaining and utilizing campus resources
* Available for two evenings a week during the Fall and Spring semesters

**EDUCATIONAL ASSISTANT – EA**

EAs serve as a process tutor in the development of critical skills for academic success by acting as a motivator, advocate, guide and support network for student-athletes. All EAs will be assigned a caseload of student-athletes to work with in one-on-one appointments.

**Responsibilities include:**

* Assist the development and implementation of short and long-term goals for student-athletes.
* Facilitate the development of cognitive strategies, academic skills and behaviors such as organization, time management, note taking, reading, study and test preparation, self-advocacy and critical thinking/problem-solving.

**Specific Qualifications, Skills, & Requirements:**

* Must be a graduate student enrolled in a Master’s or Doctoral Program, or a professional who has earned (or working toward) that level of academic status in Special Education, Education/Higher Education, College Student Affairs, Counseling or a related field.
* Demonstrate understanding and adherence of specific principals and standards of ethical conduct.
* Possess effective verbal and written communication skills.
* Must be able to foster an environment in which success is desired and obtained through encouragement and support to increase independence.

**MATH SPECIALIST – MS**

MS are available to student-athletes who need supplemental assistance in their math courses.

**Responsibilities include:**

* Conducting one-on-one sessions during scheduled hours
* Teaching student-athletes tips on approaching concepts (i.e. word problems, equations, inequalities), and preparing student-athletes for exams and major assignments.
* Pertinent knowledge in numerous areas, including conceptual math, algebra, trigonometry, probability, and calculus
* Proficiency in math-based applications (i.e. MATLAB)

**WRITING SPECIALIST – WS**

WS assist in the development of academic writing skills, clarification of assignment requirements, and research skills during regularly scheduled and/or walk-in sessions. WS are not required to reteach course content or develop an understanding of it. Instead, WS focus on helping student-athletes understand the writing process.

**Responsibilities include:**

* Assist in brainstorming, outlining, and reviewing of rough and final drafts.
* Document interaction with student-athletes by GF Reports upon the completion of each session.
* Participate in the English Department/Writing Center program to develop a commitment to University, ICA-ASCDU, Big Ten, and the NCAA rules and compliance.

**Specific Qualifications, Skills, & Requirements:**

* A graduate student enrolled in a Master’s or Doctoral Program, with prior completion of ENGL611.
* Demonstrate understanding and adherence of specific principals and standards of ethical conduct.
* Possess effective verbal and written communication skills.
* Available to work weekdays, evenings, and weekends [Sunday] for sessions and mandatory meetings/trainings.

\*Exceptions may be granted for graduate students who have completed training in the Writing Center.

**TUTORS**

Tutors may work with an individual or small group dependent on case-by-case situations. Regardless, all tutors are expected to work with student-athletes in several areas such as: study skills, time management and personal academic habits. Tutors will provide academic assistance that supports the academic needs of student-athletes and encourages them.

**Responsibilities include:**

* Read and thoroughly understand all information in the Tutorial Support Services Manual
* Complete an online Academic Integrity training seminar prior to in-person tutor training
* Help student-athletes to use their time more efficiently in order to maximize their productivity.
* Attend a mandatory in-person training session prior to working with any student-athlete
* Attend all subsequent mandatory trainings/meetings as provided by the Program Coordinators

**STUDENT ASSOCIATES**

Student Associates assist ASCDU with tasks and processes involved in the day-to-day operations of academic services such as administration duties, tidiness of the unit, attendance checks, and monitoring of the copier and printers.

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

ACADEMIC SUPPORT AND CAREER DEVELOPMENT UNIT

EMPOLYEE APPLICATION

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| --- | --- | --- | --- | --- | --- |
| Name | | | | UMD UID | |
| Telephone Number | | | | Email | |
| Local Address | | | | Semester & Year Available to Work  ❒Fall 20\_\_\_\_\_ ❒Spring 20\_\_\_\_\_ ❒Summer20\_\_\_\_ | |
| GPA (cumulative) | College/Major | ❒Sophomore ❒Junior ❒Senior  ❒Graduate Student  ❒Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Expected Graduation Date  \_\_\_/\_\_\_/\_\_\_\_\_\_ |
| Do You Currently Work for UMD? ❒No ❒Yes If Yes, Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hours Per Week\_\_\_\_\_\_\_  ❒ Graduate Assistantship ❒Work Study ❒Internship ❒Faculty/Staff  ❒Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Subject/Course(s) qualified for tutoring | | | | | |
| Position(s) desired | | | | | |
| Schedule Availability    ❒ Days ❒ Evenings ❒ Sundays | | | Hours Per Week Available  ❒ 1-3 ❒ 4-6 ❒ 7-9 ❒ 10-15 ❒15+ | | |

**APPLICANT: PLEASE READ AND SIGN THIS FORM**

**APPLICANT ACKNOWLEDGEMENT & AGREEMENT**

All individuals employed by and associated with Academic Support and Career Development Unit (ASCDU) and/or our services must adhere to the policies, procedures and regulations set forth by University of Maryland, the Big Ten Conference and the National Collegiate Athletic Association (NCAA).

Therefore, by submitting this application, you are acknowledging that you understand the role of an ASCDU employee includes but is not limited to the following:

* Remaining knowledgeable of all policies/procedures/guidelines and information contained in the tutorial manual.
* Maintaining confidentiality at all times.
* Attending all meetings and training sessions.
* Only working with students assigned by ASCDU and committing to the assignment(s) for the duration of the semester unless cancelled by ASCDU.
* Hold all sessions in an approved, monitored study facility; NOT in a private residence or alternate location (e.g., apartment, dorm, library, HUB)
* Arriving on time for all scheduled sessions, meetings and/or training.
* Fostering independence and academic skill development.
* Maintaining academic integrity; NEVER carry out any form of academic misrepresentation for any student-athlete including, but not limited to, typing or writing papers, doing research of any kind, and providing answers to assignments, tests or quizzes.
* NEVER being present when a student-athlete is completing a take-home or online quiz/exam.
* Never loaning or purchasing personal items to a student-athlete (e.g., money, meals, car, computer, gifts, etc.) because to do so could constitute a violation of NCAA regulations.
* Keeping the Program Coordinators informed and reporting any questions, problems or concerns immediately.
* Communicating through the appropriate channels (Program Coordinators) and not by contacting instructors, coaches, or advisors/counselors regarding a student-athlete.
* Completing and submitting necessary documentation by designated due dates/timelines.
* Serving as a representative of ASCDU and abiding by the philosophy, guidelines, and policies/procedures of ASCDU and NCAA.

By signing this application, I am acknowledging that I fully understand/agree to uphold the above expectations and, if hired, failure on my part to do so may result in immediate termination of employment as an employee for ASCDU.

Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant Name: Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Availability: Please Mark Days/Times You Are Unable to Work with an “X”**

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| **TIME** | **SUN** | **MON** | **TUES** | **WED** | **THUR** | **FRI** |
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| 11:30am-12 PM |  |  |  |  |  |  |
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**APPLICATION PACKET CHECKLIST**

* Completed application and unofficial transcript(s)
* Letter of recommendation *(faculty or staff may email recommendation to* [*terptutor@umd.edu*](mailto:terptutor@umd.edu)*)*
* **Brief** Personal Statement (150 words or less, how you learned about this position, why you are interested in working with/tutoring students, any prior tutoring or teaching experience, and other skills/qualities you possess that are relevant to working for ASCDU.

*The University of Maryland at College Park is an Affirmative Action, Equal Opportunity, Title IX employer.*