Position Dates: January 3, 2019-May 11, 2019
Graduate Assistantship: 20 hours per week

Summary: Provide individual learning strategies consultations/academic coaching, assist with coordination of the Center for Academic Success programming and outreach, conduct presentations with the goal of increasing student academic success and retention, and assist the Center with projects as needed.

Duties and Responsibilities

Provide Learning Strategies Consultations to students in individual sessions (academic coaching).

Develop, coordinate and present workshops for campus groups and organizations and academic courses.

Provide Academic Intervention Team support and communication with case referrals.

Develop and coordinate outreach to publicize the CAS services to all students including participation in departmental/campus/University events and activities.

Research and identify resources (CAS, campus, online, other) that can assist and support students in their academic goals.

Conduct follow-up groups/efforts to reinforce learning strategies.

Coordinate focus groups and other assessments to evaluate the efforts of the CAS in increasing retention.

Prepare regular reports to summarize activities, contacts and participation in the campus community.

Assist staff with projects as needed (including but not limited to updating, proofing, editing, researching, reading, summarizing, organizing, categorizing, analyzing).

Provide office coverage support/relief for staff.

Desired: Enthusiastic, highly motivated graduate student with interest in working with students, faculty, and staff to promote the use of learning strategies and other resources for academic success and retention.

Strong interpersonal, communication, organizational, networking, and time management skills.

Flexible work availability during regular business hours and be available evenings and occasional weekends for outreach to residence halls, Greek houses, student organizations, etc.

Enrolled in graduate curriculum in the areas of counseling, social work, education or any area with a career passion to work with students in higher education.

Knowledge of student development, counseling, publicity, and experience in working with college students. Proficiency in software programs such as Microsoft Office.

REMUNERATION

The assistantship position dates are January 3, 2019-May 11, 2019 and may be renewed. It comes with a tuition waiver and monthly stipend (see Letter of Offer for details).