

Graduate Assistantship: Learning Center

Overview

A graduate assistant position within the University's Learning Center is a component of the Department of Academic and Human Development department. The candidate selected for this position will work as a guide, mentor, and facilitator for a diverse student population. The students that he or she will be working with have varying attributes: differing socio-economic backgrounds, differing academic skills, and differing strengths and weaknesses. The GA will provide student support to a variety of constituencies: traditional students, returning adult students, living on-campus or commuting students, international students, first generation college students, stop out students, students in good academic standing, and probationary and/or reinstated students. This position allows the graduate student rich opportunities for experiential learning. It will provide the GA ample opportunities to observe and participate in a wide variety of venues on campus. The GA will be working with faculty, staff, and students which provides them with a different perspective other than what she or he had as an undergraduate student.

Basic Requirements:

- Must have some experience working with excel spreadsheets and basic computer skills.
- Have an understanding of collaborative learning environments and have some understanding of developmental education.

Specific Assignments/Responsibilities: (To be discussed throughout the year and at the evaluation meetings)

- The graduate assistant will be required to conduct a six-week study skills seminar for students who were recently reinstated by the academic review board prior to the start of the new semester.
- Develop a study skills seminar course syllabus
- Instruct four sections per week (for a six week time period)
- Provide an interactive learning environment
- Provide instruction that address diverse learning modalities
- Conduct seminar assessment
- Evaluate the seminar's effectiveness
- Provide periodic reports to the Learning Center Director
- Assist students in CIA/Weaver Instructional Systems (Language Arts, Reading Comprehension)
- Provide student follow-up appointments
- Provide the Learning Center Director with a final report
- Proctoring/Administrating appropriate testing accommodations for LD students on a as needed basis
- Conducting research on student outcomes
- Analyzing persistence data of reinstated students by semester and academic year
- The graduate assistant will conduct a series of *study skills workshops* throughout the course of the semester to a variety of campus constituencies. *Workshops content will include the following subjects:*
 - Time Management and Effective Reading Skill Strategies
 - Speed Reading, Test Taking, and Procrastination Strategies
 - Note taking Strategies and Memory Skills