

**Student Success Center**   
EASTERN ILLINOIS UNIVERSITY™

Position Title: **Graduate Assistant, Student Success Center**

Appointment: Position begins mid - August and ends mid – August with potential for renewal based upon performance.

Work Schedule: **Expected to maintain a regular work schedule of 20 hours per week**

**Principle Duties and Responsibilities:**

1. Responsible for assisting the Assistant Director and the Student Success Specialist with the development and facilitation of services and initiatives fostering student learning support
2. Teach 3-4 sections of a course designed to help students on academic warning succeed in college
3. Provide individualized academic assistance to students to improve their learning skills
4. Offer ongoing support and referral services to students seeking to improve their academic performance
5. Assist in the preparation of annual reports and the compilation of assessment data
6. Conduct outreach efforts to enhance the learning environment at EIU including workshops, classroom presentations and staff information sessions
7. Provide assistance in the development and maintenance of publications
8. Other duties as assigned

**Salary:** \$920.00 per month

**Additional Application Materials:**

Resume and cover letter, 3 references with phone and e-mail contact information  
Cindy Boyer, Assistant Director, Student Success Center  
[cboyer@eiu.edu](mailto:cboyer@eiu.edu)