

Student Success Center

Position Description: Graduate Assistant, Student Success Center- Looking for a dynamic, passionate individual with excellent oral communication skills who wants to help students achieve their academic and personal goals.

- ◆ Work Schedule: Graduate Assistant is expected to maintain a regular work schedule of 17 hours per week

Principle Duties and Responsibilities:

- ◆ Responsible for assisting the Director with the development and facilitation of services and initiatives fostering student learning support
- ◆ Teach 3 sections of EIU 2919; a course designed to help students on academic warning succeed in college
- ◆ Provide individualized academic assistance to students to improve their learning skills
- ◆ Offer ongoing support and referral services to students seeking to improve their academic performance
- ◆ Assist in the preparation of annual reports and the compilation of assessment data
- ◆ Conduct outreach efforts to enhance the learning environment at EIU including workshops, classroom presentations and staff information session
- ◆ Other duties as assigned

Salary:

\$975.00 per month

Application:

Resume and cover letter, 3 references with phone and e-mail contact information
Cindy Boyer, Director, Student Success Center
cboyer@eiu.edu