

Please Post

CENTER FOR ACADEMIC
SUPPORT & ASSESSMENT

GRADUATE ASSISTANTSHIP OPPORTUNITY

APPLICANTS SOUGHT FOR GRADUATE ASSISTANT IN CASA

Center for Academic Support & Assessment (CASA) seeks a graduate assistant starting in **August 2017** for a 9-month assistantship that pays \$950 a month for 18 hours a week in Fall and Spring semesters. CASA offers an opportunity to develop your professional experience while enhancing your technological and interpersonal skills. This GA will work with the Early Alert System and other retention-related programs.

Required Skills/Experiences:

- ◆ In good academic standing with the graduate school
- ◆ Excellent knowledge of Windows and Microsoft programs, including excel
- ◆ Strong communication skills
- ◆ Experience with banner preferred

Typical Responsibilities:

- ◆ Check daily the email alerts from faculty
- ◆ Respond to faculty alerts
- ◆ Contact students via phone and email about the alert and encourage them to seek help. Share resources available
- ◆ Track data related to calls and emails
- ◆ Enter data into Banner
- ◆ Run reports in reportal
- ◆ Create reports in excel from Banner data
- ◆ Analyze data for the Executive Director of CASA and the Committee on Retention Efforts
- ◆ Coordinate with Housing Academic Support GAs
- ◆ Other duties as assigned

CENTER FOR ACADEMIC SUPPORT & ASSESSMENT

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To apply: complete the graduate application found on-line at <http://www.eiu.edu/graduate/>. Write a cover letter and send it with resume to Karla Sanders, Executive Director, CASA, 600 Lincoln Ave., Charleston, IL 61920 or kjsanders@eiu.edu. Questions may be directed to her at the above email or by calling 217-581-6056. Due Date: March 10, 2017.

