

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 paying \$950 a month for 18 hours a week of work. CASA offers an opportunity to develop your professional experience while enhancing your technological skills and experience in an academic setting. We seek individuals with excellent communication (written and oral) and computer skills who are good problem-solvers and multi-taskers to work on retention efforts such as our Office of Student Disability Services' Focus Program and various Committee on Retention Efforts and University assessment projects.

Skills/Experiences:

- ◆ In good academic standing with the graduate school
- ◆ Excellent knowledge of Windows and Microsoft office programs
- ◆ Excellent written and oral communication skills
- ◆ Experience with web design and Banner preferred
- ◆ Experience with students with disabilities preferred

Typical Responsibilities:

- ◆ Create and/or update web sites for CASA units
- ◆ Data collection and entry for assessment and retention
- ◆ Create reports in excel with data
- ◆ Answer phones/faculty and student questions
- ◆ Mentor students with disabilities through our Focus Program
- ◆ Oversee Focus Program mentors
- ◆ Research for special projects
- ◆ Scanning evaluations

Application Process:

1. Complete a graduate assistantship application with the Graduate School
2. Send a cover letter describing your qualifications and interests and a professional resume to Dr. Karla Sanders, CASA, 600 Lincoln Avenue, Charleston, IL 61920 Or, cover letters and resumes may be sent as attachments to kjsanders@eiu.edu. Questions? 217-581-6056 or e-mail Dr. Sanders.

CENTER FOR ACADEMIC
SUPPORT & ASSESSMENT

9th St. Hall
600 Lincoln Ave.
Charleston, IL 61920
217-581-6056

**Application materials are due by
4:00 p.m., March 31, 2017.**

