**CAS Learning Strategies Graduate Assistant Job Description**

The Center for Academic Success

Louisiana State University

**Position Dates: January 8, 2023 – May 17, 2024**

**Graduate Assistantship: 20 hours per week**

**Summary:** Provide individual learning strategies coaching,assist with **c**oordination of the CAS programming and outreach, conduct presentations with the goal of increasing student academic success and retention, and assist the Center with projects as needed. All backgrounds are welcome, preference will be given to candidates with math or reading comprehension expertise.

**Duties and Responsibilities**

* Provide Learning Strategies Consultations to students in individual sessions (academic coaching).
* Develop, coordinate, and present workshops for campus groups, organizations, and academic courses.
* Coordinate outreach to publicize the CAS services to all students including participation in University events and activities.
* Provide Learning Strategies Consultations to students in the Student Success One-Stop.
* Conduct follow-up groups/efforts to reinforce learning strategies.
* Coordinate focus groups and other assessments to evaluate the efforts of the CAS in increasing retention.
* Prepare regular reports to summarize activities, contacts, and participation in the campus community.
* Assist staff with projects as needed.
* Provide office coverage support/relief for staff.

**Desired:** Enthusiastic, highly motivated graduate student interested in working with students, faculty, and staff to promote the use of learning strategies and other resources for academic success and retention.

Strong interpersonal, communication, organizational, networking, and time management skills.

Flexible work availability during regular business hours (8:00 a.m. – 4:30 p.m.) and available evenings and occasional weekends for outreach to residence halls, Greek houses, student organizations, etc.

Students enrolled in graduate curriculum in the areas of counseling, education, or any area with a career passion to work with students in higher education. All backgrounds are welcome, preference will be given to candidates with STEM expertise.

**REMUNERATION**

The assistantship position dates are January 8, 2023 - May 17, 2024, and may be renewed. It comes with a tuition waiver and a monthly stipend.