

**Academic Support Graduate Assistant**

**POSITION SUMMARY:**

The Center for Academic Success is located within the Division of Academic Affairs. The CAS is responsible for delivering academic support for students and faculty through learning strategies consultations and presentations, tutoring and supplemental instruction.

The Academic Support Graduate Assistant will play a vital role in the Tutoring and/or Supplemental Instruction programs within the Center for Academic Success.

**Academic Support GA Job Duties:**

Communication

* Meets with supervisors to discuss the Tutorial Center and Supplemental Instruction Program objectives, requirements, purpose, and needs
* Listens to feedback of supervisors on concepts or work
* Updates supervisors on relevant topics

Planning

* Interprets the Center's needs and develop concepts to suit their purpose
* Develops procedural improvements by gathering information and data through research
* Estimates time required to complete tasks and provides updates for Center supervisors
* Obtains approval of concepts by submitting to supervisor

Supervision and Administration

(May vary depending on candidate’s strengths)

* Observes SI sessions and/or helps in tutorial center
* Assist with SI Leader and/or Tutor training
* Conducts and supervises data entry for CAS academic support programs
* Helps supervise student workers
* Helps with administrative tasks
* Serves on Center and Campus committees as needed
* Other tasks as assigned by Center administration

**ORGANIZATIONAL RELATIONSHIP:**

Reports to the Associate Director of Academic Support

**POSITION REQUIREMENTS:**

* Be well-organized and able to multi-task as needed
* Be enrolled as a full-time graduate student at Louisiana State University (Baton Rouge campus)
* Must have outstanding communications skills. Must be able to communicate visually, verbally and in writing. The mechanics of oral and written communication—grammar, punctuation and spelling—are as important as color, line and composition.
* Have a professional approach to time, costs and deadlines.
* Must have excellent customer relations’ skills, and show concern for Center’s needs.

This position requires 20 contact hours per week, with some evenings and weekends required. The position is a

9 - month academic year appointment (Fall and Spring semester).