Graduate Assistant for Learning Communities
2019-2020 school year

Responsibilities:

The Graduate Assistant for Student Pathways and Academic Formation is a staff member who supports the development and implementation of Learning Communities. The Graduate Assistant for Learning Communities responsibilities include but not limited to:

- Co-manage and monitor all forms for the Learning Communities Initiative (including proposals, attendance, and authorization)
- Maintain regular communication with Learning Communities Staff
- Assist LC coordinators in preparation of events
- Serve on the Learning Communities Advisory Board, comprised of campus partners and the Learning Communities team
- Serve and assist in the implementation of the Learning Communities professional development series
- Contribute to the development of a positive student experience in the Learning Communities through student engagement, programming, and participating as a team member of Learning Communities initiative.
- Attend and engage with students at Learning Communities events and activities
- Assist in the assessment of the Learning Communities Program
- Participate in the recruitment of the new Learning Community students for the following academic year
- Additional responsibilities as assigned

Knowledge, Skills, and Abilities:

- Previous experience in residence life/housing or student leadership
- Excellent organization and time management skills
- Excellent written and verbal communication skills
- Ability to work collaboratively with faculty
- Demonstrated ability to work independently and as a contributing member of a team
Hours of support: The Graduate Assistant position is designed for 20 scheduled hours per week including evening activities. During peak times in the academic year, extended hours may be required.

About Student Pathways and Academic Formation: Student Pathways and Academic Formation expands opportunities for students to prepare for academic success through and after college.