

The Learning Center



Position: Graduate Intern **Position Title:** Academic Success Coach/Lead ASC

Stipend: \$15,000 per academic year and \$5,000 per summer (if applicable). University TUITION & FEES waived.

Hourly Requirement: 35 hours per week

Position begins May 2025

Overview:

The CCSU Learning Center is engaged in innovative approaches to academic support in collaboration with departments in both Academic Affairs and Student Affairs. The CCSU Learning Center Graduate Intern position prepares students for a wide range of career opportunities in higher education. Graduate Interns apply student development theory, learning theory, and effective coaching techniques in progressively more responsible work experiences.

Responsibilities include, but are not limited to:

- ❖ **provide direct academic support services to students through:**
 - one-on-one academic coaching
 - facilitation of academic intervention programs for students on academic probation
 - small group facilitation
- ❖ **manage a caseload of students each semester, including:**
 - scheduling individual appointments
 - assessing student progress and completion of academic interventions
- ❖ **lead classroom presentations and interactive study skills/strategies workshops**
- ❖ **maintain records of student participation for program assessment, future planning, and TLC annual report**

Additional responsibilities:

The scope of the work and level of responsibility increases with experience. Graduate interns with one or more semesters of experience may take on additional responsibilities, which include but are not limited to:

- provide mentorship to other academic coaches
- represent TLC on campus wide committees or events
- update information on the TLC website and social media (Facebook, Twitter, Instagram, etc.)
- assist with the development and implementation of improvements to all services and programs
- engage in additional TLC initiatives or self-motivated projects

Qualifications:

Bachelor's degree with a minimum 3.00 GPA (on a 4.0 scale) in the program, (if a new student, a 3.00 from undergraduate transcript), matriculated in a CCSU graduate program, enrolled as a **part time** student. **Required skills:** Strong written and verbal communication skills, excellent organization skills, solid academic background, the ability to work autonomously and to seek guidance, when necessary, a strong commitment to student development in higher education, and enthusiasm about growing as a professional. Proficiency in Microsoft Office. Experience in a tutoring and/or learning center, advising center, mentor program, or as a teacher or teaching assistant is desirable. Hours are flexible – 8 hrs/5 days. Position may require working occasional evenings and Saturdays/Sundays.

Training and professional development:

35 hours of pre-service training **is required** in addition to weekly staff meetings and other professional development opportunities offered throughout the semester. Please plan accordingly.

Email your resume, cover letter to Beth Spear, spear@ccsu.edu

You will be contacted to schedule an interview - **Interviews** are 45 minutes.

The Learning Center



Position: Graduate Assistantship **Position Title:** Academic Success Coach
Stipend: \$4000 per semester and university FEES waived/\$2000 for PT Assistantship
Hourly Requirement: 20 hours per week (300 hours per semester) /10 hours (150 per semester for PT Assistantship)
Training begins late August 2023 **Position** begins Fall 2025

Overview:

The CCSU Learning Center is engaged in innovative approaches to academic support in collaboration with departments in both Academic Affairs and Student Affairs. The CCSU Learning Center Graduate Assistantship prepares students for a wide range of career opportunities in higher education. Graduate Assistants apply student development theory, learning theory, and effective coaching techniques in progressively more responsible work experiences.

Responsibilities include, but are not limited to:

- ❖ **provide direct academic support services to students through:**
 - one-on-one academic coaching
 - facilitation of academic intervention programs for students on academic probation
 - small group facilitation
- ❖ **manage a caseload of students each semester, including:**
 - scheduling individual appointments
 - assessing student progress and completion of academic interventions
- ❖ **lead classroom presentations and interactive study skills/strategies workshops**
- ❖ **maintain records of student participation for program assessment, future planning, and TLC annual report**

Additional responsibilities:

The scope of the work and level of responsibility increases with experience. Graduate assistants with one or more semesters of experience may take on additional responsibilities, which include but are not limited to:

- represent TLC on campus wide committees or events
- update information on the TLC website and social media (Facebook, Twitter, Instagram etc.)
- assist with the development and implementation of improvements to all services and programs
- engage in additional TLC initiatives or self-motivated projects

Qualifications:

Bachelor's Degree with a minimum 3.00 GPA (on a 4.0 scale) in the program, (if a new student, a 3.00 from undergraduate transcript), matriculated in a CCSU graduate program, enrolled as a full time student. **Required skills:** Strong written and verbal communication skills, excellent organization skills, solid academic background, the ability to work autonomously and to seek guidance, when necessary, a strong commitment to student development in higher education, and enthusiasm about growing as a professional. Proficiency in Microsoft Office. Experience in a tutoring and/or learning center, advising center, mentor program, or as a teacher or teaching assistant is desirable. Hours are flexible. Position may require working occasional evenings and Saturday/Sundays.

Training and professional development:

35 hours of pre-service training **is required** in addition to weekly staff meetings and other professional development opportunities offered throughout the semester. Please plan accordingly.

Email your resume, cover letter to Beth Spear, spear@ccsu.edu

You will be contacted to schedule an interview - **Interviews** are 45 minutes.