

ASC Graduate Fellow: Learning Assistant

The Academic Success Center's Learning Assistant Graduate Fellow performs a number of essential functions. The assistant will act as an Academic Coach, Center Monitor and Test Proctor when needed, as well as support the administrative needs of the Center and its core services. The Learning Assistant will work **18 hours per week** for **30 weeks** at a rate of **\$10.00** per hour and receive a **tuition credit waiver of 6 credits per semester** for each semester of employment.

Candidates for this position should be motivated, organized, and have previous experience assisting others in personal development. In order to get to know and understand the student, the ideal Learning Assistant would be personable, have relationship building skills, and be able to use reflective language to let students know they have been heard. The Learning Assistant needs to have the analytical ability to determine some of the key stumbling blocks and concerns an individual is experiencing that is negatively affecting their academic progress.

This position holds a considerable level of responsibility and requires a high level of independent judgment, initiative, and discretion. The Learning Assistant makes frequent decisions regarding tasks, time, and data and is required to deal discreetly with confidential documents (disability documentation, student grades, social security numbers, etc). This position can be challenging with the high volume of communications, follow up with student clients, and prioritizing numerous projects and tasks. A student in this position must be tactful and supportive as well as protective of student privacy.

Successful applicants for this position need to be in good academic standing. Graduate students currently in their program need a cumulative 3.0 GPA or higher and new graduate students need a cumulative 2.5 GPA or higher. Candidates who are interested in applying should send their resume and cover letter to the Director of the Academic Success Center via email: awilcox@spfldcol.edu or mail:

**Andrew Wilcox
Springfield College
263 Alden Street
Springfield, MA 01109-3797**

Learning Assistant Primary Responsibilities:

As Learning Assistant, the primary responsibility of this role is to assist the staff of the Academic Success Center in timely delivery of academic support services to Springfield College students. Some of these responsibilities include:

- Assist with RFBD requests
- Train students in how to use assistive technology software such as Kurzweil 3000, Dragon NaturallySpeaking 9.5, and Zoomtext
- Assist with database management and proper documentation
- Review online tutorial reports
- Offer promotional or informative presentations as needed
- Scan and edit for e-text conversion
- Provide special project assistance

Academic Coach Role:

Academic Coaches in the ASC enter into an on-going collaboration with their student clients. Academic Coaches help students in the following areas:

- Establishing and maintaining positive daily routines and habits
- Avoiding procrastination
- Setting and keeping priorities
- Developing strategies for breaking tasks into manageable steps
- Keeping track of class materials and making time to better organize them
- Making mindful decisions and solving problems
- Taking and using class notes
- Actively reading and learning from textbooks
- Preparing for exams
- Test taking and alleviating test anxiety

Some of the responsibilities of this role include:

- Assessing academic progress through regular check-ins
- Participate in both preliminary and on-going coaching trainings
- Meeting weekly with each students for roughly an hour
- Performing an inventory of difficult areas during your initial meeting
- Documenting each coaching session using a given format
- Communicate any training needs or student client concerns to supervising members of the Academic Success Center's staff
- Performing other duties as assigned

Center Monitors Role:

Staff members who have the additional duty of Center Monitors for room 109 have the following responsibilities:

- Greet students and answer their questions (If a student arrives with questions and the other staff members are busy or absent, please make the student feel welcome and offer assistance to the best of your ability.)
- Help connect visiting students to the appropriate resources within the Academic Success Center and other departments on campus
- Monitor the space to make sure it remains an effective study environment
- Oversee the Center's equipment and space
- Open and close the ASC as needed
- Act as a Test Proctor by performing a variety of tasks related to the operation of Learning Support Services testing accommodations
- Perform other duties as assigned