



<b>Department:</b>	Office(s) of Academic Support/Testing & Evaluation/Tutoring
<b>Position:</b>	Academic Support Graduate Assistant
<b>Hours/Week:</b>	19.5
<b>Contract Dates:</b>	August 7, 2023 - May 3, 2024
<b>Supervisor:</b>	Amber Webb/Carrie Gossett
<b>Supervisor Contact:</b>	<a href="mailto:ajwebb2@eiu.edu">ajwebb2@eiu.edu</a> / <a href="mailto:cegossett@eiu.edu">cegossett@eiu.edu</a> 217-581-6910
<b>Benefits:</b>	\$ 1000/month

**Duties and Responsibilities:** *Academic Support /Testing & Evaluation/Tutoring Center Graduate Assistant*

The Office of Academic Supports mission is to provide comprehensive programs and holistic services that will **empower** students and **connect** them with the resources they need to achieve both academic and personal goals.

- Work with students at EIU that need academic assistance on- and off-campus
- Work specifically with students on academic warning and/or students that have been reinstated and/or readmitted to the institution
- Teach with EIU2919 Strategies to Academic Success Course or Co-Teach a University Foundation/General Studies course(s) FALL Semester
- Develop and facilitate academic workshops per semester
- Assist with Early Alert though the campus
- Serve as Academic Coaches for both on-campus and off-campus EIU students
- Assist with Testing and Evaluation departmental needs. Proctor and administer any related testing and/or evaluation needs for the department
- Build relationships with Resident Assistants in the Resident Halls (Early Alerts)
- Attend monthly meetings with Director of Academic Support/Director of Testing & Executive Director of Inclusion & Academic Engagement /Graduate Assistants/Intern Students.
- Develop a special project for the Student Success Center
- Perform other duties as assigned by the Dean, Student Success and Director, Academic Support.

**Special Qualifications:**

- Experience working with First-generation and ethnic minority
- Knowledgeable of the resources on campus for academic success
- Familiar with social media platforms and ideas for ways for assist with communication and marketing