University Learning Center
Central Connecticut State University

Position: Graduate Intern  Position Title: Academic Success Coach
Stipend: $15,000 per academic year and $5,000 per summer (if applicable). University TUITION & FEES waived.
Hourly Requirement: 40 hours per week
Position begins May 24, 2019

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:
  o one-on-one academic coaching
  o small group facilitation
  o facilitation of other academic intervention programs for students on academic probation.
• manage a caseload of students each semester, including:
  o scheduling individual appointments
  o 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, etc)
• assist with the development and implementation of improvements to all services and programs
• engage in additional TLC initiatives or self-motivated projects

Qualifications:
Bachelors 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. Position may require working occasional evenings and Saturdays.

Training and professional development:
20-30 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, a cover letter and 2 employment references to Beth Spear, spear@ccsu.edu
For early consideration, SDHE applicants may schedule an interview the same day as program interviews 2/22/19 or 3/8/19. Interviews will continue until the positions are filled
Contact Beth Spear, spear@ccsu.edu, Director, CCSU Learning Center to schedule an interview.