

Graduate Assistantship Job Description

Department/ Program	Supervisor
Study and Research Services Academic Achievement Center	Study & Research Director and Assistant Director for Academic Advising

Duration of Position	Hours per Week
9 Months	20

Core Duties:

1. Assist students on a walk-in basis in study skills for a variety of subjects. Encourage those students who display the greatest need to use the Study and Research Services on a regular basis.
2. During the fall semester of each academic year, facilitate Study Sessions and organize Book Clubs to support Targeted English 101 sections.
3. During the spring semester of each academic year, work with probation students, by administering the LASSI Test and reviewing LASSI results.
4. Develop and present workshops during the semester in study areas as requested by academic departments.
5. Participate in scheduled staff and supervision meetings.
6. Participate in and support in-service training and preparation as it relates to providing a range of services in learning assistance.
7. Participate in and support in-service training and preparation as it relates to leading supplemental learning activities in study and research.
8. Collaborate with faculty, staff, graduate assistants, and student workers to carry out the mission of study and research services.
9. Assist with every aspect of each Orientation/Registration Program including preparation of student records, testing and advising.

Support Duties:

1. Assume responsibility for all aspects related to providing learning assistance services in study and research.
2. Exhibit the capacity to initiate work independently without direct supervision.
3. Cultivate and sustain appropriate professional relationships with students, staff, and faculty.
4. Develop and implement lessons for Study Sessions in coordination with Targeted English 101 faculty.
5. Assist and/or conduct research projects as decided by the Director.

Skills Needed/Preferred:

Applicants must have a Bachelor's Degree and be accepted to a graduate program at Bridgewater State College. Candidates must have a strong interest in student development, an ability to work well with others, and preferably, experience with teaching and/or counseling. Applicant must also have experience and ability to work with diverse populations, i.e. students with learning disabilities, students of color, international and non-traditional students.

Submitted by: _____

Department /Program: _____

Date: _____