

**Learning Assistance Center
Graduate Assistant, Learning Skills Program
Position Description**

The Learning Skills program provides academic skill support to students across the campus. We work with students to develop their soft skills such as reading, note taking, studying and managing time. Learning skills staff, including the Graduate Assistant, work with students in individual appointments and in workshops.

Duties of the Graduate Assistant include but are not limited to:

- Meet weekly with students in individual appointments, as assigned by program coordinator, to help students develop Learning Skills pertinent to academic success and keep updated record of each student meeting in online system
- Weekly observation of Learning Skills staff appointments for professional development purposes
- Assist in light data entry/record checking as needed and other program responsibilities as assigned

The incumbent must have a B.A. or B.S. and acceptance into a graduate program at CSULB. They must have documented experience working with students in a University Setting. Advising experience is preferred. The incumbent must also be able to display excellent communication skills and the ability to communicate with an ethnically and culturally diverse student population.

The benefits of working in the program include but are not limited to (as written by current incumbent):

Working in the Learning Skills program provides opportunities to:

- Connect with students to guide them in their academic achievement
- Independently develop and facilitate workshops for specific learning skills topics
- Take on additional experiences for professional development purposes
- Collect and gather data/reports to improve learning skills program