



**2015-2016 Graduate Assistant
Position Descriptions
EIU Student Success Center**

Contract: 9 Month Graduate Assistantship

Description of Duties and Responsibilities:

1. Responsible for assisting the Director and Assistant Director and the Student Success Specialist with the development and facilitation of services and initiatives fostering student learning support
2. Teach 3-4 sections of a course designed to help students on academic warning succeed in college
3. Provide individualized academic assistance to students to improve their learning skills
4. Offer ongoing support and referral services to students seeking to improve their academic performance
5. Assist in the preparation of annual reports and the compilation of assessment data
6. Conduct outreach efforts to enhance the learning environment at EIU including workshops, classroom presentations and staff information sessions
7. Provide assistance in the development and maintenance of publications
8. Other duties as assigned