

**Rochester Institute of Technology
Division of Student Affairs
Academic Intervention & Mentoring Program**

PROGRAM DESCRIPTION

The Academic Intervention and Mentoring (AIM) initiative is focused on retention of first year students and encourages their academic success. Learning Assistance targets students who have been identified as academically at risk. The focus is on helping students identify barriers to their success and to assist them in obtaining the tools for academic progress. Learning Assistance is a voluntary program that students may participate in for the length of time they feel necessary.

JOB DESCRIPTION

The Learning Student Graduate Student will support the Coordinator of Learning Assistance in meeting with students during Winter and Spring Quarter. Students will be assigned to the Graduate Student after invitations to participate in the program are sent out during the first week of the quarter. The Graduate Student will be responsible for communicating with students to schedule intake appointments and supplemental appointments as necessary to provide the student with appropriate levels of academic support. The Graduate Student will take a developmental approach to working with students and address any barriers that may be causing a student academic difficulty. They will also provide students with information about on campus resources and refer them as necessary. If necessary, the Graduate Student will communicate with advisors, FYE instructors, and other support services to assist the student in their academic success.

RESPONSIBILITIES

Learning Assistant

- Provide individual support for students on academic learning strategies and methods;
- Ability to assess students academic needs and offer strategies for development;
- Provide students with support in with study skills, self-advocacy skills, time management tools, and personal organizational tools;
- Coordinated communication between faculty and other RIT professionals in regards to student support;
- Maintain accurate records regarding student effort and progress;
- Understand and apply student development theory to student issues;
- Use a creative and flexible approach to problem-solving students needs;
- Ability to learn student support services at RIT for referral purposes;
- Ability to learn academic strategies and study skills theories and tools to assist students.

General Duties

- Regular supervision meetings with the Coordinator of Learning Assistance;
- Assist in case management of students;
- Assist in the writing quarterly student reports;
- Fulfill other duties as assigned.

Requirements (Graduate level coursework in College Student Development or Counseling is preferred)

- Excellent writing, listening and communication skills;
- Able to work independently;
- Strong organization skills;
- Ability to connect with students in person and via email.

Start date- Training will occur in Fall Quarter; position will begin November 20, 2011 and run through May 30, 2012

Compensation- \$12.00/hour for about 10 hours a week

*For questions or inquiries, please contact
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