Intensive English Programs

Position: Intensive English Programs Graduate Assistant

Supervisor: Director, Intensive English Programs

Qualifications: Eligibility and acceptance in to Graduate School

Schedule: 20 hours per week; may include some evenings and weekends

General Responsibilities: Implements activities and services designed to promote academic, linguistic, and cultural development of Intensive English Programs students.

Duties:
The Intensive English Programs Graduate Assistant supports a variety of IEP services that help students transition from their home culture to the IEP, and from the IEP to undergraduate or graduate school. This role may require the GA to be on-site during some evening and weekend hours.

- Assist with designing, implementing, and evaluating the Conversation Partners Program to help IEP students develop linguistic and cultural competence
- Assist with designing, implementing, and evaluating orientation programs for new bridging/matriculating students to facilitate their transition to undergraduate/graduate coursework
- Publicize events on IEP social media pages and develop program newsletter
- Assist with designing, implementing, and evaluating IEP Orientation activities as assigned
- Work closely with Academic Support Centers, Advising Centers, Campus Life, the Writing Lab, Career Services, and other offices to identify resources and develop collaborative programming for IEP students as well as new bridging/matriculating students
- Assist with data collection and program assessment projects as assigned
- Attend bi-weekly individual supervision meetings and staff meetings as scheduled
- Perform other duties as assigned by the Director

If interested, send a cover letter, resume, and three references to Breanna Walling, Director, Intensive English Programs, intensiveenglish@semo.edu. Applications are due by 11:59pm on May 7, 2015.