Academic Specialist - Graduate Assistant  
Position Description  
Southeast Missouri State University  
Learning Assistance Programs

**Job Title:** Academic Specialist-Graduate Assistant  
**Supervisor:** Coordinator of University Tutorial Services – Learning Assistance Programs

**Qualifications:** Eligibility for Graduate Assistantship as determined by the Graduate School

**General Responsibilities:** Provide individual or small group assistance for students on a regular basis for all services provided through the Office of Learning Assistance Programs (LAP). Assist staff in implementation, maintenance, and evaluation of various programs and services provided through the office.

Learning Assistance Programs Graduate staff is expected to be familiar and assist with LAP programs and collaborate with the other offices located within Academic Support Centers (ASC).

The Academic Specialist is expected to provide 20 hours of work per week; may include some nights and weekend activities.

**Overall Duties:**

1. Provide assistance for Learning Assistance Programs by:
   - Conducting individual meetings with students
   - Assisting students with identifying issues that are impacting their academic success
   - Following up with students via face to face meetings, emails, and telephone calls
   - Becoming familiar with and making referrals to other offices and services provided throughout Southeast
   - Administering and interpreting learning style inventories
   - Working with assigned caseload of students completing Academic Improvement Plans, College Success Plans and/or Academic Enhancement Program agreements
   - Completing Tutorial Intake requests
   - Collecting data, evaluating programs, and compiling written reports
   - Providing monthly data reports corresponding to connected programs

2. As assigned, provide assistance with:
   - Projects related to Collaborative Advising, Supplemental Instruction and/or Tutorial Services

3. Provide assistance with Financial Literacy by providing the following:
   - Assist students with fewer than 30 credit hours through individual appointments and services
   - Promote financial literacy through in-class presentations and workshops/seminars
   - Participate in Financial Literacy retention initiatives in conjunction with the Office of Admissions, Registrar and Student Financial Services
4. Participate in Show-Me Days, First STEP’s, and Transfer Student Orientations representing Learning Assistance Programs and other Academic Support Center programs

5. Attend individual supervision and staff meetings as scheduled

6. Graduate Assistants are expected to attend Academic Support Center sponsored activities representing Learning Assistance Programs

7. Perform other duties as assigned by the Coordinator

Applicants should send a cover letter, resume, and three references to ASC@semo.edu