

**Academic Success Coach Graduate Assistantship
Occidental College Disability Services
Dean of Students Office**

Summary of Job Duties

Occidental College is committed to providing equal access for all students and supporting students in participating in college life to the fullest extent possible. Through reasonable and appropriate accommodations, assisting students with self-advocacy, providing academic support and counseling, and ensuring adherence to state and federal disability laws, the Disability Services Office is committed to enhancing students' academic development and independence. By working closely with faculty, staff, and administrators, our goal is to create a supportive community that promotes awareness, sensitivity and understanding of students with disabilities.

The Academic Success Coach Graduate Assistant is responsible for assisting the Occidental College Disability Services Office with providing individualized support to Occidental College students with learning concerns and who are having academic difficulties or need additional support.

The following duties/responsibilities may be required of the graduate assistant:

- Provide academic skill instruction to students with learning difficulties/disabilities
- Assist with screening and reviewing of individual academic skill levels
- Assist students with disabilities to understand cognitive strengths and weaknesses
- Teach students effective learning strategies, such as test taking and note taking skills, on an individual basis
- Learn, develop and utilize a variety of strategies to manage students' executive functioning skills
- Assist students in obtaining and utilizing campus resources (Emmons Wellness Center, Disability Services, Dean of Students Office, etc.)
- Attend bi-weekly staff meetings.

Minimum Qualifications

- Earned bachelor's degree from an accredited institution of higher education
- Enrollment or acceptance into a Student Affairs/Counseling related graduate program.
- Cumulative grade point average of 3.0 or higher
- Excellent interpersonal skills, communication skills, and ability to build rapport
- Demonstrated computer skills, specifically with Microsoft Office
- Ability to work independently in a fast-paced environment and meet established work deadlines

Preferred Qualifications

- Degree in education, psychology, counseling, or English
- Teaching or tutoring experience in a one-on-one or group setting
- Working knowledge of the symptoms and needs of students with ADHD, Learning Disabilities, and Psychological Disabilities
- Working knowledge of Section 504 and ADA policies

Work Schedule

15 hours per week (schedule may vary based on department needs), Monday through Friday, within 9am-5pm.

Expectations and Compensation

The Academic Success Coach Graduate Internship is a 9-month appointment paying \$18.75/hour (expected to total \$9000).

How to Apply

Interested applicants should send their resume and cover letter directly to Luci Masredjian at: Masredjian@oxy.edu