

Academic Success Coach Graduate Assistantship
Occidental College Disability Services
Office of the Dean of the College, Academic Affairs

Summary of Job Duties

The Disability Services Office is committed to enhancing students' academic development and independence. Our office strives to support students with self-advocacy, personal development, academic skill building, while ensuring adherence to state and federal disability laws. The Academic Success Coach Graduate Assistant is responsible for providing 1-on1 individualized support to Oxy students with academic or personal concerns.

The following duties/responsibilities are 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
- Learn, develop and utilize a variety of strategies to manage students' executive functioning skills.
- Assist students in obtaining and utilizing campus resources (Disability Services, Emmons Wellness Center, Dean of Students Office, etc.).

Minimum Qualifications

- A bachelor's degree from an accredited institution of higher education.
- Graduate student in an Educational Counseling related program.
- Excellent interpersonal skills, communication skills, and ability to build rapport.
- Ability to work with a diverse student body.
- Ability to work independently in a fast-paced environment and meet established work deadlines.

Preferred Qualifications

- Teaching or tutoring experience in a one-on-one or group setting.
- Working knowledge of the symptoms and needs of students with ADHD, ASD, Learning Disabilities, and Psychological Disabilities.

Work Schedule

15 hours per week (schedule may vary based on department needs), Monday through Friday, within 9am-5pm. Anticipated start date: August 27, 2024 - May 9th, 2025.

Expectations and Compensation

The Academic Success Coach Graduate Internship is a 9-month appointment from August - May paying \$21.25/hour.

How to Apply

Interested applicants should send their resume and cover letter directly to accessibility@oxy.edu.