Program Description:
The Learning to Learn (LTL) Program is a federally funded program designed to support low-income, underrepresented, first-generation college students, and students with disabilities to excel academically and to provide a nurturing environment where these students can achieve their full potential. Learning to Learn offers a variety of student services, including advising in the areas of financial aid, academics, and student life.

LTL runs two federally funded programs: the McNair Program that prepares undergraduate students for graduate and doctoral degrees, and Student Support Services that offers a university course entitled “Applications of Learning Theory.” This is a three-credit elective designed to improve students’ critical thinking and provide them with the learning skills and resources they need to succeed in college and beyond. In addition, LTL acts as a liaison for students among other offices and departments on campus to aid students as they navigate through the system.

Responsibilities:

- Attend weekly TA meetings on Mondays at 12pm and take minutes.
- Collect weekly updates from TAs to gain understanding of the course and track progress and trends of students in class.
- Meet individually with TAs as needed to check in and help with professional development.
- Assist Learning Skills Specialist in the hiring process of TAs.
- Monitor and assist in progress reports process for program participants.
- Attend LTL staff meetings to get updates about program and students.
- Contact program participants to ensure they are aware of and utilize program services. This includes phone calls, emails, and record keeping.
- Meet with students for individual appointments on academic and personal issues.
- Assist office with planning and execution of retreat.
- Work closely with the Learning Skills Specialist and College Transition Program Coordinator to plan and develop the College Transition Program for the summer. This includes outreach to students and BC staff.

Qualifications:

- Enrolled in a graduate program during the 2016-2017 academic year
- Ability to work independently and take initiative on assigned projects
- Strong communication and interpersonal skills
- Second year MSW or LSOE candidates preferred, but all are welcome to apply
- Past experience with adolescents/young adults preferred
**Compensation:**
Hours: 12-20 hours per week possible
Compensation: Salary ($11-15/hr.) or tuition remission possible depending on circumstance and school
Job Period: Fall and Spring semesters of the 2016-2017 academic year

**Application Process:**
Please submit a resume and cover letter to Dacia Gentilella, Learning to Learn, 50 College Road, Chestnut Hill, MA 02467 or at dacia.gentilella@bc.edu by **April 21st, 2016**. Any questions can be directed to Jan Wong at wongjy@bc.edu.