Program Description
Learning to Learn is designed to improve students’ critical thinking skills and provide them with the learning skills they need to succeed in college and beyond. Our services support students in their efforts to unlock their academic potential. Additionally, we serve as liaisons for students between all office and departments at the college in the effort to aid students navigate the college system.

Graduate Assistant Job Description
- Assist with academic advisement. Meet with groups of students as well as individuals. Contact students regarding progress reports.
- Contact program participants to ensure they are aware of services provided and that they are utilizing program services. This includes phone calls, emails, and record keeping on contacts.
- Coach/guide students through their undergraduate academic experience
- Maintain updated student records
- Coordinate programming of Passbook Program; Advisory Board; Sisters, Let’s Talk (a support group for women of color); and other LTL programs
- Plan, develop and implement monthly workshops for program participants and conduct program informational sessions
- Research, plan and implement new program initiatives
- Engage participants with the Learning to Learn Office
- Attend weekly and monthly meetings
- Participate in Learning to Learn events
- Provide support to Learning to Learn projects
- Submit report and evaluation
- Other duties as assigned

Employment Criteria
School of Education preferred, but not required. Applicant must have excellent communication and written skills; must have excellent organizational skills; must be able to work independently and be a self-starter. A first-generation college student is ideal, but not required. Interested individuals should send resume and letter of interest to:

Adaline Mirabal-Camacho
Learning to Learn
50 College Road
Chestnut Hill, MA 02467
ltl@bc.edu
617-552-4551

Hours/Stipend
20 hours per week; $15/hour
Sept. 2017-May 2018

Learning to Learn is part of the TRIO programs federally funded by the United States’ Department of Education and Boston College. TRIO is a federally funded educational support program that helps promising students overcome barriers to higher education. TRIO programs have been in existence since 1965. Today, TRIO serves nearly 873,000 students throughout the nation.