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
- Coordinate programming of Sisters, Let’s Talk (SLT) (a support and discussion group for women of color)
  - Recruit students and develop list-serve
  - Organize Activity Day table
  - Plan, develop and implement kick-off/retreat
  - Ensure that each session has topics and facilitators
  - Guide and support students in developing topic
  - Assist facilitators as needed
  - Run meetings
  - Order food for each session
  - Submit report and evaluation
- Engage SLT participants with the Learning to Learn Office
- Assist with academic advisement of SLT participants. Contact students regarding progress reports.
- Provide administrative assistance to the Learning to Learn Office
- Participate in Learning to Learn events
- Provide support to Learning to Learn Projects
- 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; must have excellent group facilitation and topic development skills. 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
5 hours per week; a stipend and/or course credit if enrolled in LSOE;
Sept. 2015-May 2016

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.