Babson College – Undergraduate School
Learning Center Graduate Assistant Opportunity
2018-2019 Academic Year

Reporting to:
Mary Powell, Director, Learning Center

Hours per week: Approximately 15 to 20 hours per week with some nights and weekends

Purpose/Description of Position: This experience will expose a graduate student to various facets that make up the spectrum of support services housed in a Learning Center. The Graduate Assistant will have the opportunity to gain knowledge and experience in various student support services that comprise a holistic strategy for academic support and learning enhancement services; this includes disability services, a peer-tutoring program, exam proctoring program and an academic mentor program. The Graduate Assistant will also be involved in a full evaluation of current activities, and the ongoing development of a comprehensive strategy for enhancing these services.

Education Required: Pursuing a master’s degree in higher education administration, education, special education, counseling or related field concurrently while in the position.

Experience Desired: Undergraduate student leadership experience, peer tutoring, peer mentoring, and community service, experience working with support services (desired but not required)

Length of Position: Full academic year is preferred with a start date of approximately two weeks before classes begin

General Responsibilities:
- Provide support & assistance to the Director of the Learning Center: including advising students regarding exam accommodations, providing assistive technology instruction, and proctoring of exams.
- Collaborate with the Director of the Learning Center on developing academic support programs.
- Assists the Director of the Learning Center with the operations of the SPARKs tutoring program at Babson College. Organizes and conducts interviews as a part of the SPARKs Tutor hiring process
- Works directly with the Program Coordinator of the Learning Center to manage the tutors to ensure efficiency and professional development.
- Compiles and analyzes program data; compiles analytical reports of project findings on a monthly and semesterly basis.
- Benchmark and create reports on other schools support programs for at risk students processes and procedures.
- Answer phones and other administrative duties as assigned
- Other assignments to allow professional development and interests.

The successful candidate will have excellent interpersonal and communication skills, be able to work individually and in small groups with students, and function as an effective team member with other staff, faculty and administrators. Attention to detail, follow-through, organization and record keeping skills are essential. Must be able to work some evenings and weekends, and extended hours during peak periods. Proficiency with MS Office Suite is required.

Interested Candidates: Please send cover letter, resume including references to: Mary Powell
mpowell@babson.edu.