

LA Program and Study Group Intern – Fall 2017

Description: The intern will report to the Learning Centers Director of Integrated Academic Support Programs and Program Coordinator for STEM Support Programs. This position includes providing administrative assistance for the Learning Assistant (LA) Program and helping to coordinate student evaluations of LAs. Administrative tasks involve organizing LA Program files on a weekly basis; copying, distributing, and collecting forms completed by LAs from all Learning Center locations throughout the semester; updating website events and the LA Program Canvas site; creating promotional materials for the LA Program; responding to student emails about the LA Program and study groups; and scheduling LA Program events.

For evaluations, the intern would assist in administering, collecting, transcribing, and analyzing mid-semester and end-of-semester evaluations for LAs assigned to study groups, lectures, labs, and recitations which serve as formative assessment of the LAs' progress. Working with the informal survey evaluations will involve working with federal work study students who also help with administrative logistics of the LA Program.

The candidate must demonstrate strong interpersonal skills, written and verbal communication skills, and organizational skills. Applicants should also have proficiency with general computer skills (MS Word, Excel, and Power Point). Knowledge of database (MS Access), survey (Qualtrics) or website (Drupal) programs and creating materials for marketing and promotional purposes such as flyers would be helpful, but is not required.

Location: Busch Learning Center, SERC 106

Start Date: Fall 2017

Hours: 5 – 10 hours per week

Responsibilities:

- Respond to student emails related to the LA Program and study groups
- Enter anonymous survey data into the LA Program and Learning Centers databases for analysis by Learning Centers staff
- Assist in scheduling LA Program-related events and workshops within the Learning Centers
- Create and distribute promotional materials for the LA Program on campus
- Assist in the maintain of the LA Program and study group webpages and Canvas sites

Qualifications/Requirements:

- Must have GPA of 3.5 or higher

Major: Any

Additional Information:

- Candidates are encouraged to seek college credit
- This is an unpaid internship

To apply: Submit a resume and cover letter on our website at rlc.rutgers.edu/intern

Questions? Contact Sari Katzen skatzen@echo.rutgers.edu

Application Deadline: September 1