LA Program and Study Group Intern – Fall 2018

Description: The intern will report to the Program Coordinator and Director of Integrated Academic Support Programs at the Learning Centers. This position includes providing administrative assistance for the Learning Assistant (LA) Program and helping to coordinate student evaluations of LAs. The intern will organize LA Program files (online and paper copies) and help with copying, distributing, and collecting forms completed by LAs from the Learning Center locations throughout the semester. Other tasks will also include updating website events, creating promotional materials for the LA Program, maintaining the LA Program study group website, and responding to student emails about the LA Program and study groups.

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.

Location: Busch Learning Center, SERC 106

Start Date:

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 maintenance of the LA Program and study group data systems and Canvas sites

Qualifications/Requirements:

- Demonstrate strong interpersonal skills, written and verbal communication skills, and organizational skills
- Must be in good academic standing
- 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.

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

Contact: Sari Katzen, Program Coordinator of Integrated Academic Support Programs

    Phone or Email: 848-445-0981 or skatzen@echo.rutgers.edu

Application Deadline: April 15th, 2018