Graduate Assistant Position 2014-2015

The Hamilton Holt School and
Office of Disability Services

The GA in this position will be sharing their hours between the Holt School and the Disability Service’s Office.

DUTIES:
The GA will promote the Student Assist Program at the Hamilton Holt School working with Holt students who are on academic probation, are identified to be academically at risk, or are in need of support and/or resources. This GA will also work with the Thomas P. Johnson Student Resource Center with undergraduate students who are learning disabled and those who are on regular and special probation. The needs of the students will be identified through personal meetings. An intervention strategy for probationary students may include some or all of the following: constructing effective time management skills, study skills, course progress reports, individualized study contract, student meetings with professors, referrals to personal counseling, etc.

There is incentive for probationary Holt School students to take advantage of the Student Assist Program is that, provided the terms and conditions of the contract are met at the conclusion of the semester, the student is permitted to continue on academic probation. If a probationary student is subsequently successful in being released from academic probation, all probationary notes are removed from his/her permanent record.

The GA will also assist in providing many of the academic support services offered to students with disabilities campus wide. They will assist with extended time-distraction free test proctoring, test scribing, the training of note-takers, and conduct organizational strategies, test –taking strategies, and study strategies workshops. They are familiarized with disability terms and taught the importance of confidentiality in the delivery of services to students served by the Office of Disability Services at Rollins College.

REQUIREMENTS:
The position requires good interpersonal and counseling skills, an understanding of the unique challenges faced by adult learners, and an ability to work independently once instructed. The position also requires knowledge of time management skills, effective study skills, a working knowledge of campus resources, and a willingness to learn new skills throughout the year. This position requires a flexible time schedule, as many Holt students can only meet in the evenings. It also requires enthusiasm.
and creativity in devising new ways to promote the program, receive student referrals, and work with each student’s individual needs.

All departmentally funded GAs are expected to attend and assist with the following events during the year unless there is a courses conflict: “New Student Orientation” the last week in August and the two “Information Sessions” for prospective students during October and January.

**HOURS:**
The GA is responsible for dedicating 15 hours per week for the 14 weeks during the fall semester and spring semester. The scheduled work hours will be arranged each semester in agreement with the supervisor(s) of this position. The GA will attend monthly staff meetings in addition to regular responsibilities. The GA should be able to work an occasional late afternoon/evening slot to accommodate working Hamilton Holt School students.

**COMPENSATION:**
Graduate Assistant positions will be compensated by tuition remission for up to six graduate credits per semester for Fall 2014 and Spring 2015 terms. The compensation will be treated as taxable income and taxes will be due on the tuition equivalent.

**SUPERVISORS:**
Hamilton Holt School – Connie Holt, Director of Student Services
TPJ Student Resource Center – Gail Ridgeway, Director of Disability Services

**APPLICATION DEADLINE** for this position is **April 15th**.

Submit a **letter of application** and a **current resume** via email attachment to **knorsworthy@rollins.edu**.

The letter should:
1) Be addressed to: Graduate Assistant Selection Committee, c/o Kathryn Norsworthy
2) Identify the specific position for which you are applying
3) Describe your qualifications for the position, and
4) Describe your special interest in the position.

Applications will be reviewed by Department faculty and the supervisors for the GA position. Applicants will be expected to interview with supervisors for the position. Final selection will be made by mutual consent of the faculty, GA supervisors, and candidate. In the absence of well-qualified applicants, a position may remain open until filled.

*Note: Students hired as graduate assistants (regardless of campus department) are not eligible to receive additional scholarships from the Counseling Department.*