Summer Institute 2019 Learning Assistant (LA) Job Description

Summer Institute (SI) is a residential academic program for incoming EOP freshmen. The program consists of academic courses and seminars geared to enhance the skills necessary to achieve academic excellence at Cal Poly. The program includes academic, social, cultural, and professional development components that provide assistance for freshmen in their transition to the rigors of Cal Poly course material and academic expectations.

The involvement of the Learning Assistants with the program participants is crucial to the communication between students, instructors, and program administration. Learning Assistants are the lifeline of the program, setting a positive, motivating tone for academic work and a high standard of academic excellence. Learning Assistants will establish a strong rapport with students to enhance the effectiveness of the program. Summer Institute will provide you with opportunities to develop leadership, team building, and public speaking skills.

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**Summer Institute Program Dates:** July 28- August 21

**Reports to:** Summer Institute Coordinators

**Estimated hours per week:** 40 hours per week for the duration of Summer Institute

**Training:** Mandatory for spring quarter during weeks 3, 6, 9. Times will be decided upon spring quarter schedules. LA’s are required to arrive to summer institute prior to the initiation of the program, July 22-26.

**Note:** The program schedule will be busy and will not necessarily conform to an 8:00 a.m. - 5:00 p.m. schedule. Attendance in summer quarter classes is strongly discouraged, due to conflict of Summer Institute and Summer Term 2019.

**Salary:** $13.50 per hour

**Applications Deadline:** Friday, Feb 22, 2019

* Please drop off application with resume in bldg.52 room E-7 anytime from 8:00 a.m. – 5:00 p.m.

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**Position Description**

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General Description

The Learning Assistants provide direct support to the Summer Institute Coordinators and general support to the professional staff of EOP. The following expectations specify the nature of the position.

Qualifications

- Minimum 2.5 cumulative GPA at time of the application. A GPA check will occur at the end of spring quarter to verify that you have met this requirement
- Completed PSY 201 with a grade of "B" or better
- Ability to function autonomously
- Ability to communicate effectively and be sensitive to students from varied cultural, economic, and educational backgrounds
- Ability to work as a team player with all students (especially first-generation college students), staff, and faculty
- Strong overall awareness of campus resources and new student topics
- Flexible schedule to meet program needs
- Previous leadership experience is strongly desired
- Previous counseling and/or tutoring experience (preferred)

Terms of Employment

The Learning Assistant is expected to serve as a role model and enforce all residence hall and EOP policies and procedures through day-to-day interaction with students, and staff as well as through on-line sources (e.g., Facebook, Instagram, Twitter, e-mail, etc.). Failure to serve as a positive role model may result in personnel action up to and including release from position.

Basic Functions and Responsibilities

Community Development

- Encourage personal, social, and academic development of students
- Demonstrate a working knowledge of campus agencies, their services, and functions in order to provide academic and personal support
- Act as a mediator in conflict situations (e.g., roommate conflicts, noise disruptions, floor disputes, etc.)
- Facilitate educational and social activities
- Convey student concerns relating to EOP Residential Life (i.e., policies, procedures, dining services, maintenance, etc.) to the Coordinator for Student Development
- Serve as a constructive and positive role model for personal behavior and academic pursuits and adhere to ALL campus policies. Model appreciation of differences and assist students in developing an
understanding of diverse cultures and lifestyles. Respect and treat all individuals fairly and equitably by being open and understanding of sexual orientation, and cultural and ethnic diversity issues

- Attend PSY 201 sessions with students and assist students individually as well as in group settings outside of class and during evening study hall

**Staff/Administrative Responsibilities**

- Attend and participate in required training programs
- Fulfill committee responsibilities, collaterals or special projects agreed upon with Summer Institute Coordinators or an EOP professional staff member
- Provide technical assistance with videotaping and photography
- Attend weekly staff meetings
- Other duties as assigned; evening or weekend work may be required

**Related Duties**

- Maintain positive working relationships with EOP Summer Bridge staff

**Application Information**

- Application Deadline: Friday, February 22, 2019 at 5:00 p.m.
- Individual Interviews: March 4-8, 2019
- Selection: Friday, March 8, 2019
- Acceptance Deadline: Friday, March 15, 2019

For more information, visit the Summer Institute website at [https://eop.calpoly.edu/si/what-is-si](https://eop.calpoly.edu/si/what-is-si) or contact Lyzette Martin at lmart111@calpoly.edu or Nury Baltierrez at nbaltier@calpoly.edu