



Cal Poly Quarter Plus Program

Learning Assistant Job Description

Summer 2023

The Cal Poly Quarter Plus Program provides an opportunity for incoming first year students to accelerate their academic studies and begin their college experience early when semester campuses typically begin their fall term. This intensive program includes enrollment in 8 units of academic coursework. Social activities and the opportunity to become familiar with campus life and the San Luis Obispo community are added benefits. Visit Quarter Plus for more details about the program.

Quarter Plus learning assistants are the lifeline of the program. Serving as peer mentors, learning assistants serve as positive role models that demonstrate academic success, personal integrity, and a commitment to the Cal Poly community. Learning assistant involvement is critical to mentor students and provide consistent, daily communication between staff, faculty, and program coordinators. This position provides an opportunity for learning assistants to develop skills in leadership, mentoring, team building and public speaking.

The learning assistant position will begin with a **mandatory paid training** from **Monday, August 7 - Friday, August 11**. The position then kicks into full swing when the program starts. The 2023 program dates **are Tuesday, August 15 - Tuesday, September 12**. Please review all the key program dates on page 3. **Learning assistants must be available on all these dates. In addition to the above dates, there will be one evening meeting during the spring quarter.**

Responsibilities:

- Collaborate with Quarter Plus instructors, program staff and other learning assistants to support the success of participants, program activities and events.
- Attend class for the assigned Quarter Plus course and facilitate study sessions to support material learned in class.
- Serve as the first line of communication for students that may be facing challenges.
- Organize and facilitate optional social activities for students to attend on Wednesdays, in the evenings and during weekends.

- Support general program presentations, recruitment and student outreach and extracurricular activities.
- Attend weekly staff meetings.
- Meet regularly with instructor of the assigned course.
- Other duties as assigned. This position will include evenings and weekends.

Qualifications/Requirements:

- Cal Poly cumulative GPA of 3.0 or above.
- Ability to take the initiative and work well with minimal supervision.
- Ability to communicate effectively and be sensitive to all program participants.
- Ability to work as a team player with students, peers, staff, and faculty.
- Strong overall awareness of campus resources and topics important to new students.
- Position will require approximately 30-35 hours/week and will include weekend and evening hours.
- May be enrolled in units during summer provided that the course dates do not occur during the learning assistant training and the program dates.
- Must **NOT** be enrolled in other programs, courses, activities or have another job during the Quarter Plus Program.
- As a Learning Assistant, you are considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must pass an FBI/DOJ Background check and get a Live Scan at University Police prior to the start of the program.

Compensation:

- \$15.50 per hour

Study Sessions

Study sessions provide optional learning environments outside of class to supplement material taught by the course instructor. No new material is taught in study sessions; rather students are provided with an opportunity to collaborate with one another to further their academic success in the program. Learning assistants guide discussion of the material, provide learning activities, and challenge students to critically engage with the course material. Study sessions will vary by course. Learning assistants attend all weekly class sessions so they can focus on that week's content, not on general review. Learning assistants are paid for prep time of 2 hours/study session and are expected to prepare collaborative, challenging activities to foster student learning. There is no tutoring involved in this position.

What study sessions involve:

- Discussion, debate, and practice of specific course topics.
- Focused and structured study time.
- Collaborative learning.
- Critical thinking and application.
- Study skills in context.
- Opportunities to complete course assignments, as needed.

What study sessions do not involve:

- Individual Tutoring.
- Excessive homework time.
- Lectures – Learning assistants are not required to reteach the course material.

Time Commitment

Learning Assistants MUST be available between **August 7 - September 12** for the following:

- Mandatory training – Monday, August 7 - Friday, August 11.
- Quarter Plus move-in morning, resource fair and welcome event - Tuesday, August 15.
- Quarter Plus Orientation Day led by learning assistants - Wednesday, August 16.
- Attend assigned class daily MTRF between August 17 and September 12.
- Facilitate two two-hour optional study sessions per week.
- Meet with assigned faculty member on regular basis.
- Attend one-hour weekly staff meetings on Wednesday mornings.
- Attend a weekly COMS or GE learning assistant meeting.
- Plan, supervise and facilitate social activities on or off campus during evenings and weekends.

NOTE: During the program, a 30-35 hours per week commitment is required. Maximum of 40 hours can be worked in any one week. Overtime (anything over 40 hours per week) is strictly prohibited.

2023 Key Dates:

January 3, 2023: Learning assistant application opens

February 28, 2023: Learning assistant application closes

May 17, 2023: 6:30 pm - 7:30 pm: Learning assistant meet & greet via zoom

August 7-11, 2023: Mandatory on-campus learning assistant training

2023 Program Dates: August 15 – September 12

Tuesday, August 15: Residential program move-in, campus resource fair & welcome event

Wednesday, August 16: Orientation & social activities

Thursday, August 17: First Day of Classes

Monday, September 4: Labor Day; no classes

Saturday September 9: Tentative Fall Move-In for residential students

Tuesday, September 12: Finals/last day of classes

Note: Virtual students fall move-in date will be the same as the regular scheduled fall move-in.

Questions?

Contact Eileen Akin, Program Coordinator at (805) 756-7499 or via email:
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