**JOB DESCRIPTION**

**Title: Academic Assistant**

**Reports to: Assistant Director of Residence Life, Director of Academic & Accessibility Services**

**Department: Office of Residence Life**

**Compensation: Room Waiver, $300 stipend per semester**

**JOB SUMMARY**The Academic Assistant (AA) is a 10 month para-professional employee of Hilbert College with shared responsibilities between the Office of Residence and the Office of Academic Services. The AA will report directly to the Assistant Director of Residence Life with strong collaboration with the Director of Academic & Accessibility Services. Responsibilities include creating a positive living-learning community amongst the residence halls along with cultivating an academic culture with strategic and timely programming to support the academic initiatives of Hilbert College. The Academic Assistant will be an integrated member of the Residence Life Student Staff, Academic Services and embody Hilbert College’s Franciscan identity.

**ESSENTIAL DUTIES:**

* Initiate, plan and organize 5 academically focused programs each semester. One of the five programs will be in collaboration with the Office of Academic Services. One of the five programs will be in collaboration with a faculty member.
* Hold 5 office hours/ week in Academic Services after 4 PM Monday- Thursday or on Fridays.
* Create one bulletin board a month on academic enrichment strategies or needs for Residents in Trinity Hall.
* Serve on Residence Life and Academic committees as needed.
* Advocate for faculty, staff, and students to participate in hall programs and student life.
* Assist in educating resident students on yearly academic processes including; how to register, how to apply to graduate and how to connect with your academic advisor.
* Coordinate with Student Government, Academic Services and Residence Life Study Hall Sessions before and during final exam weeks.
* Attend all Residence Life trainings, meetings along with other trainings hosted by the Coordinator of Student Success and Retention as necessary
* Have bi-weekly one-on-one meetings with Assistant Director of Residence Life.
* Have monthly meetings with Assistant Director of Residence Life and Director of Academic & Accessibility Services to discuss campus wide academic timelines or needs.
* Serve as a Campus Security Authority (CSA) which includes reporting Title IX and policy violations to campus officials.

**Qualifications**

* Maintain an overall 3.0 cumulative GPA
* Resident Student for the 2018-2019 academic year
* In-depth experience and use of academic campus resources
* Ability and desire to program, advocate and educate on student academic needs

**Term**

* August 13, 2018 to May 31, 2019