GRADUATE ASSISTANT (WITHOUT TUITION BENEFITS)
DISABILITY SERVICES, ACADEMIC COACHING FOR
STUDENTS WHO ARE DIAGNOSED WITH ADD AND/OR ADHD
Student Success Center, Retention & Academic Success
Division of Student Development
Saint Louis University

This Graduate Assistant position was made possible through the generous support of
Mary Jo and Bob Proost (College of Arts and Sciences ’59)

General Description
Saint Louis University is committed to providing equal educational access for all of its students
by ensuring that students with documented clinical or medical disabilities receive reasonable
accommodations which will support their effective participation in all aspects of the educational
experience. Through Disability Services, students, faculty and staff are able to obtain
information regarding services available, procedures, documentation, and best practices. The
Academic Coach Graduate Assistant will assist the Retention & Academic Success department
through work directly related to serving student with ADD/ADHD.

The Department of Retention & Academic Success, housed within the Student Success Center,
empowers students to establish and achieve goals as they navigate transitions and progress
towards graduation. Our team of educators supports the holistic development of students
through intentional interactions designed to foster critical thinking, self-efficacy and life-long
learning.

Characteristic Job Tasks and Responsibilities
This graduate assistant will work specifically with the population of students who are diagnosed
with Attention Deficit Disorder (ADD) and/or Attention Deficit Hyperactivity Disorder (ADHD).

Specific duties may include any and/or all of the following:
• Provide individual academic coaching for students who are diagnosed with ADD and/or
  ADHD, helping students to:
  1. Identify their learning style through self-assessment tools
  2. Identify areas of academic strength and deficits
  3. Learn, develop, implement, evaluate and utilize a variety of study strategies in
     their academic endeavors
  4. Learn, develop and utilize a variety of strategies to manage their executive
     functioning skills
  5. Discuss the effectiveness of their study habits with an academic coach
  6. Demonstrate knowledge of various campus resources and the services these
     resources provide
  7. Exhibit self-esteem and self-advocacy skills
  8. Reflect on the academic experience and complete an Academic Coaching
     Academic Plan
• Assist in the assessment of effectiveness related to Academic Coaching
• Develop marketing for academic coaching services available for students who are
  diagnosed with ADD and/or ADHD
• Develop academic support tools and resources (including on-line and electronic
  resources) for students who are diagnosed with ADD and/or ADHD
• Perform other duties as assigned
Knowledge, Skills, and Abilities

- Interpersonal/human relations skills
- Verbal and written communication skills
- Listening skills
- Decision-making skills
- Microsoft Excel and other general computer skills
- Attention to detail
- Ability to relate effectively to students
- Ability to relate effectively with course instructors
- Ability to work with minimal supervision.
- Ability to apply good judgment
- Ability to work independently and as a member of a team
- Ability to maintain confidentiality
- Desire to serve as an advocate for students from diverse backgrounds

Requirements

A Bachelor’s Degree is required. The Graduate Assistant overseeing coaching for students who are diagnosed with ADD and/or ADHD must be an enrolled student of Saint Louis University, and cannot hold a graduate assistantship or be a full-time employee on campus during the same period. Priority will be given to students enrolled in the Higher Education Administration, Counseling and Family Therapy, and Social Work graduate programs at Saint Louis University, but enrollment in other degree programs will be considered.

The successful candidate will have a general knowledge of student development theory, strong verbal and written communication skills, developed interpersonal human relations skills, and ability to plan and organize.

Expectations and Remuneration

The Graduate Assistant overseeing coaching for students who are diagnosed with ADD and/or ADHD is a 9-month appointment with a salary of $9,000, or $1,000/month. Working hours may vary depending on class schedule, but are scheduled for 20 hours a week and supported through the Retention & Academic Success Department. Appointment dates are August 15, 2016 through May 15, 2017.

To Apply

Interested parties should submit a resume for consideration to:
Kelly Herbolich
Program Director, Academic Support
Student Success Center
331 Busch Student Center
20 North Grand Boulevard
St. Louis MO  63103
Phone (314) 977-2649
Email: kherboli@slu.edu

Available for the 2016-2017 academic year