**Expected Role/Responsibilities for Position:**

- Assist with marketing and recruitment for Learning Communities including website, new student orientation, social media, and prospective student presentations
- Hold individual meetings with students in learning communities who need academic assistance
- Provide assistance to learning community instructors with event planning and coordination
- Serve on Learning Community Review Panel
- Assist with program assessment of the Learning Community program
- Regularly interact with university staff and faculty regarding their learning community offerings
- Sit on the Living-Learning Community planning committee with FYE and Residence Life
- Communicate with parents and campus partners about the Learning Community program
- Advise the Learning Communities Activities Board made of LC Peer Instructors and first-year students
- Help with the daily activities and large projects of the First Year Seminar program
- Participate as a professional staff member in the FYE office
- Other duties as need arises or interest is expressed; some night and weekend work required

**Desired Job Qualifications**

- Must be enrolled in the Higher Education graduate program at Auburn University
- Ability to work 13.2 hours per week during Fall, 2016 and 20 hours per week for the subsequent semesters including occasional weekend and evening hours
- Excellent written, verbal and interpersonal communication skills
- Ability to work independently, follow up on assignments, and take initiative on projects
- Experience in programming/event planning
- Experience speaking/presenting group programs and presentations
- Strong desire to learn and gain new experiences
- Able to start work in August, 2016 and available during Summer, 2017

**Contact Information:**

Christopher Wyckoff, 334-844-1708, wyckoct@auburn.edu

Additional information (internal use only):

Would you like to restrict applications? (you will only receive resumes that fit your desired qualifications) Yes. Restrict to students in Higher Education.

Request additional documents from applications: Cover letter or other (please provide details) No.