



Assistantship Job Description: Center for Academic Success and Achievement (CASA)

The Center for Academic Success and Achievement, or CASA, offers professional and peer tutoring, academic success coaching, and disability resources and accommodations to promote student learning and success. One of the most significant responsibilities of CASA staff is responding to faculty concerns about student academic performance; such concerns are raised through Starfish throughout the semester. CASA is also home to GenerationOne, an affinity group for first-generation college students.

The graduate assistant will be responsible for the following projects within CASA:

1. The CASA graduate assistant will help the CASA Success Team with academic coaching for students identified through Starfish alerts or concerns raised by faculty. Allowing the GA to work with lower-level concerns will free up CASA staff for higher-level needs.
2. The CASA graduate assistant will assist the Academic Success Coordinator to develop programming which offers academic and social support to first generation students as they learn to navigate their new environment.
3. The CASA graduate assistant will research, develop and gather resources to be included on a new GenerationOne FSU web paged geared toward students and their families. The CASA graduate assistant will research, develop and gather resources to be included on a new GenerationOne FSU web paged geared toward students and their families.
4. The CASA graduate assistant will be responsible for all promotion and coordination of promotional events for the office. In the remote environment, this would include managing our social media presence (Facebook, Twitter, and Instagram). As campus transitions to normal operation, this may include tabling in the McCarthy Center, hosting CASA night in the residence halls, and being present at other campus events.
5. The CASA graduate assistant will be expected to help the office develop marketing and promotional materials. These may include flyers, brochures, posters, social media posts, and website content.
6. The CASA graduate assistant will assist with one of our strategic plan goals to decentralize CASA services. This would include working with numerous departments to coordinate hosting various tutors and workshops in different areas across campus. These locations may include: residence halls, O'Connor Hall, the McCarthy Center, and various academic buildings. While still operating in a remote environment, this would be limited to Zoom events.
7. The CASA graduate assistant will also help the Academic Success Coordinators assess data for some of our programs and services. These may include: first-year academic probation data, MTEL prep workshop data, and overall tutoring data.

While any graduate student could benefit from this graduate assistantship, students enrolled in Counseling Psychology, Education programs, or Public Administration may find this experience especially beneficial. CASA is open Monday-Thursday 9a-9p, Friday 9a-5p, and Sunday 5-9p. While some day hours will be required, the graduate assistant will have the flexibility of evening hours.