



Academic Specialist & Peer Academic Leader (PAL)

Pay Rate: Class 1/\$14 per hour (undergraduate), \$15.00 per hour (graduate)

Why apply to work at CASAS:

Do you want to support your peers to better understand the happenings in your academic space? Do you want to stand out as a trusted student within your program? How would you like to be an academic role model for your peers?

This program empowers students to reach their full personal potential in preparation for the workforce by developing practical and professional standards. Students can leverage this experience to reinforce what they have learned, while providing academic support to their peers. This position allows the strengthening of an individual's knowledge, while building skills in communication, learning, teamwork, and leadership.

Position Description:

Academic Specialists and PALs are undergraduate and graduate students at SCSU who offer content support in a variety of disciplines to other current SCSU students. Academic Specialists and PALs are trained and certified under the College Reading and Learning Association (CRLA). Specialists aid students in achieving academic success by supporting them to develop an understanding of course content, the academic writing process, and effective study strategies.

Job Duties:

Academic Specialist & PAL

- Complete CRLA training within first semester and achieve Level 1 CRLA Certification by the end of second semester(if qualified)
- Attend and participate in trainings as scheduled and stay in communication with coordinating members.
- Adhere to the guidelines, policies, and procedures of the CASAS and SCSU
- Demonstrate professionalism, responsibility, punctuality, and academic integrity
- Represent CASAS at events on and off campus
- Maintain privacy and confidentiality of student information per FERPA rules and regulations
- Complete reports and any other required documentation by established deadlines

Academic Specialist

- Provide individualized/and or group tutoring support during appointment and/or drop-in tutoring sessions
- Utilize approved tutoring techniques and strategies to assist students with learning course content and developing effective study strategies
- Assess student progress throughout tutoring sessions and adjusting methodology as necessary

PAL

- Facilitate three 60-minute small group study sessions per week throughout the semester in the Academic Success Center
- Hold 1 planning hour each week to plan for the 3 sessions
- Attend 1 hour of lecture in the class section that you are assigned each week
- Communicate with the course professor weekly
- PALS is only available for: Biology, Chemistry, Computer Science, Math, Physics, Spanish, Writing

Qualifications:

- Current SCSU undergraduate or graduate student
- Earned grade of B or higher in the course(s) for which you will be tutoring
- Endorsement of faculty and/or dept. chair in disciplines to be tutored (obtained by CASAS after application received & min. grades confirmed)

Preferred Qualifications

- Effective communication skills
- Capacity to work with students with diverse backgrounds
- Strong study skills and successful student habits and behaviors
- GPA of 3.0 or higher

Schedule: We work to staff our center Monday-Wednesday 8:00AM-9:00PM, Thursday 8:00AM-8:00PM, Friday 8:00AM-4:30PM, Sunday 4:30PM-8:00PM.

How to Apply: Complete an Academic Specialist and PALS Application by clicking the link below.

[Application Link](#)

Academic Specialists and PALS applying for writing will be asked for two writing samples.

Refer all questions to: Center for Academic Success & Accessibility Services

Buley Library, 3rd Floor Phone:

(203) 392-8967

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