

## **POSITION DESCRIPTION**

<b>TITLE:</b>	Graduate Assistant, Specialized Advising, College of Arts & Sciences Canisius College
<b>REPORT TO:</b>	Dr. Philip Reed, Associate Dean, College of Arts and Sciences Canisius College 2001 Main Street Buffalo, NY 14208 (716) 888-2910
<b>COMPENSATION:</b>	100% tuition waiver of program cost \$1000 stipend
<b>QUALIFICATIONS:</b>	Bachelor's degree; Experience working or interning in a tutoring center or advisement center, working with international students and/or experience as a college student studying abroad is preferred. Strong oral and written communication skills, excellent interpersonal and organizational skills, and proficiency in Microsoft Office are required. Familiarity with Excel preferred. Ability to manage details with accuracy and precision. Ability to prioritize and adjust to varying workloads, manage a variety of tasks, and meet various deadlines with changing priorities and interruptions. Prefer a candidate willing to make a two-year commitment to the position.
<b>TERMS:</b>	Starting August 2022, ending May 2023; Approx. 20-25 hours per week. Must be available for HESAA graduate student training in mid-August.

**Responsibilities:** The graduate assistant for the College of Arts & Sciences will support the Associate Dean in a variety of academic contexts and work collaboratively with the Griff Center, the Center for International Education, and other divisions of the college. Primary responsibilities will be involve at-risk and underprepared students, as well as, Study Abroad students but secondary responsibilities will include projects related to academic advisement. **The responsibilities noted below are subject to change relative to the needs of Canisius College and the College of Arts & Sciences.**

### College of Arts and Sciences

- Assist with various projects based on the changing needs of the Associate Dean and Dean of the College of Arts and Sciences

### General Academic Advisement:

- Assist with basic advising support for students who have routine questions
- Assist with researching students' academic situations
- Function as a mentor in the Academic Mentoring Program, mentoring students on academic probation each semester
- Assist with preparations for the Cura Personalis (Students of Concern) Team and attend bi-weekly meetings
- Assist with the review of progress and deficiency reports and the resulting outreach to students
- Assist with key communication to students on academic probation

### Center for International Education Advisement:

- Study Abroad
  - Assist with a wide range of study abroad advisement activities including updating, arranging presentations, and giving, as well as updating key advisement documents
  - Creation and revision of Study Abroad registration materials
  - Revision of Study Abroad application review materials
  - Prep Study Abroad application materials for Associate Dean's review
  - Assist with preliminary advising of students for study abroad
- International Student Advisement:
  - Assist with the design and presentation of international student orientation's academic presentation.
  - Consult with and assist in the creation of exchange students' schedules