

2022-23 Graduate Assistantship Position

TITLE: Graduate Assistant – Canisius College • GRIFF Center for Student Success

REPORT TO: Monika L. McFoy
Associate Director, Support Services
Tutoring Center | Academic Workshops | Academic Coach

Canisius College
The Griff Center for Student Success

Academic Achievement | Career Development | Support Services
2001 Main Street • Buffalo, New York 14208

COMPENSATION: Tuition waiver 100% of HESSA program cost
\$2,000 Stipend; \$1,350 Meals (for the year)

QUALIFICATIONS: Flexible; Works well with a team; Able to multi-task and thrive
in a diverse and fast-paced environment.

TERMS: 25 hours per week (weekends and evenings may be required)

DUTIES &

RESPONSIBILITIES: The position(s) is responsible for learning, assessing, and implementing a
variety of student development, engagement and outreach with in the Griff
Center for Student Success within the Tutoring & Study Centers:

- Responsible for the daily operation of the Tutoring Center including managing work-study students, troubleshooting issues that may arise and maintaining the front desk when necessary.
- Assist with tutor training and creating tutor schedules
- Coordinate tutor appreciation event each semester
- Maintain tutor employment records
- Write monthly Tutor Spotlight articles to be included in the parent newsletter
- Create assessment tools for tutoring services and assist with analyzing data
- Assist with tutor recruitment and hiring process
- Serve as an academic mentor for a caseload of students by meeting weekly to create goals and plans for academic student success in the areas of time management, study skills, and campus engagement.
- Supervise and delegate tasks to student workers by creating their semester work schedules, coordinating and conducting training, and assigning work stations
- Plan and facilitate academic workshops in the areas of time management, note taking and study skills, exam preparation, etc.
- Make sure that tutor list serve is up to date with ITS and send updates as new tutors are hired
- Contact faculty when needed about supplemental review materials
- Contact faculty prior to finals week in order to organize necessary review sessions
- Maintain student confidentiality and always remains sensitive to student needs and levels of comfort
- Help assist and supervise the nightly operations of the Tutoring Center
- Create social media updates for the Tutoring Center
- Create signage and promotional material for the Tutoring Center