

**Griff Center for Student Success  
2022-2023 Graduate Assistantship Position**

Position: Graduate Assistant – Student Accessibility Services

Supervisor: Associate Director of Support Services

Compensation: 100% Tuition Waiver for HESAA Program  
\$2,000 Stipend; \$1,350 Meals annually  
\*\*Students can receive housing if they work Study Hall 10 hours a week\*\*

Terms: August 2023 - May 2024(exact dates TBD)  
25 hours/week  
(weekend and evening hours may be required)

Assistantship Responsibilities:

*Testing Center*

- Responsible for the daily operation of the Testing Center including scheduling, proctoring, inputting and delivering of all exams that are taken in the center.
- Administer exams to students who receive academic accommodations due to a documented disability as well as make up exams for the college.
- Maintain strict confidentiality in regards to student files and academic records.
- Create and manage the Testing Center database as well as the designated testing email account.
- Communicate with faculty via email, phone, and in person in a professional manner.
- Coordinate special accommodations for students such as reading or scribing during an exam.
- Oversee the note taking accommodation including finding, hiring, and training student note takers, and managing the accommodation throughout the semester.
- Supervise and delegate tasks to student workers by creating their semester work schedules and coordinating and conducting trainings.
- Create and implement a welcoming and inclusive space for all students utilizing support services.

*Student Success*

- Supervise and assist with the operations of the Study Center as a Study Center Supervisor.
- Assist the Support Services team with other duties as assigned

Qualifications:

- Bachelor's degree required; must be accepted into the Higher Education and Student Affairs Administration program at Canisius College.
- The graduate assistant must be flexible, work well with a team, able to multi-task and thrive in a diverse and fast-paced environment, and maintain open communication with staff. Excellent interpersonal and customer service skills; strong writing and proofreading skills with a keen attention to detail; ability to take initiative, manage projects, and follow up