

**Griff Center for Student Success
2023-2024 Graduate Assistantship Position**

Position: Academic Mentoring and Retention Graduate Assistant

Supervisor: Assistant Vice President for Student Development and Academic Success

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 a week

Assistantship Responsibilities:

- Academic Mentoring Center
 - Meet and communicate regularly with academically at-risk first-semester students.
 - Assist in management of the Academic Mentoring Program in the following ways:
 - Keep accurate record of students in Academic Mentoring Program.
 - Meet with a caseload of students who need a mentor weekly or biweekly.
 - Facilitate training and manage email communication to fellow graduate assistants who serve as academic mentors.
 - Keep detailed, accurate notes related to students in mentoring program.
 - Develop a curriculum for the Academic Mentoring Program.
- Retention
 - Work with the retention committee leadership team to assist in the operations of the various working groups
 - Conduct analyses based upon retention data
 - Assist and support with proactive interventions and new initiatives to support retention
- Administrative Responsibilities
 - Oversee the workstudy students for the Academic Mentoring Center
 - Record student interactions and progress using internal advisement software, iAdvise.
 - Provide resources such as planners, worksheets, and PowerPoints to help promote strong academic skills such as organization, test-taking, and email etiquette.
 - Oversee the laptop loaner program
 - Assist with the management of the budget and fiscal records.

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.