

## 2023-24 Griff Center, Career Development Graduate Assistantship Position

- TITLE:** Graduate Assistant – Canisius College – Griff Center, Career Development
- REPORT TO:** Eileen Abbatoy  
Director, Career Development  
2001 Main Street • Buffalo, New York 14208
- COMPENSATION:** Tuition waiver 100% of HESAA program cost  
\$2,000 Stipend; \$1,350 Meals (for the year)
- QUALIFICATIONS:** Works well as part of a team; able to multi-task and thrive in a diverse and fast-paced environment; 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; commitment to staying current with trends and best practices in career development via NACE and a passion for the undergraduate student experience
- TERMS:** 25 hours per week (weekends and evenings may be required)  
August 2023 — May 2024 (exact dates TBD)
- DUTIES & RESPONSIBILITIES:** The position is responsible for supporting the Career Development team with a variety of initiatives and tasks including, but not limited to:
- Providing career development coaching for students through the facilitation of resume/LinkedIn and cover letter reviews
  - Conduct practice interviews for the Career Decision Making course, teacher candidates, pre-medical students, and other requests as needed
  - Assist in the overall management of the Career Development CRM system, Handshake; complete proactive daily entering and approval of job postings, events, and employer requests
  - Check careers@canisius.edu general inbox daily and reroute messages to appropriate staff members
  - Assist with office front desk operations: scheduling appointments for professional staff, answering phones, assisting in the supervision and scheduling of work study students
  - Assist with event planning, set up, and execution
  - Assist Coordinator, Career Development with marketing campaigns and materials
  - Represent the Griff Center at WNY Association of College Career Center events
  - Other duties as assigned by the members of the Career Development Team.

The graduate assistant must be organized and able to work with a wide range of faculty, staff, and students in a confidential and professional manner, as well as help supervise other Griff Center locations such as the proctor site, tutoring services & study areas one evening per week. This position also requires that the graduate assistant serve as an academic mentor each semester. Projects, assignments, and committee support may be added throughout the academic year.