2022-2023 Griff Center - Academic Achievement and First Year Experience
Graduate Assistantship Position

TITLE: Graduate Assistant, Academic Achievement
Griff Center for Student Success, Canisius College

REPORTS TO: Tracy Callaghan
Associate Director, Academic Achievement
Griff Center for Student Success
2001 Main St. | Buffalo, NY 14208

COMPENSATION: 100% tuition waiver (HESAA program)
$2000 stipend (split into four $500 payments)
Griff Bucks meal plan per semester

**Students can receive housing if they work Study Hall 10 hours a week**

TERMS: 25 hours/week
Possible weekends, evenings, and college breaks may be required
August 2022 - May 2023 (exact dates TBD)

QUALIFICATIONS: A successful candidate in this position will be flexible, work well as part of a team, be able to multitask, thrive in a diverse and fast-paced environment, have excellent customer service skills, and have strong writing and interpersonal skills

DUTIES & RESPONSIBILITIES:
This individual is responsible for learning, assessing, and implementing a variety of student development initiatives, engagement, and outreach within the Academic Achievement area of the Griff Center for Student Success, including:

- Create a warm and welcoming environment within the Academic Achievement office
- Handle front desk operations of the office, including
  - Checking in/out students for academic mentoring and assistance appointments
  - Providing clear and accurate information, assistance, and troubleshooting with students and guests about common inquiries
- Hire, onboard, and supervise a team of work study student employees
- Serve as an academic mentor to a caseload of at-risk students by meeting weekly to create goals and action plans for academic and college success in the areas of time management, study skills, and campus engagement/resources
- Support administrative operations related to First Year Experience, including graphic design, clerical work and assessment
- Organize and track data for non-registered students, mid-semester start courses, and student deficiency reports each semester, as well as incoming first year student scheduling
- Assist with Study Center operations and Griff Center events as needed
- Create professional and artistic graphics for relevant office information and programming
- Perform day-to-day tasks and functions as needed within the Griff Center for Student Success
- Other duties as assigned