Griff Center for Student Success
2022-2023 Graduate Assistantship Position

Position: Academic Mentoring and Retention Graduate Assistant

Supervisor: Assistant Vice President for Student Development and Academic Success and Coordinator 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 2022 – May 2023 (exact dates TBD)
25 hours a week + academic mentoring caseload
(weekend and evening hours may be required)

Assistantship Responsibilities:

**Academic Mentoring Program**
- Meet and communicate regularly with academically at-risk first-semester students.
- Assist the Support Services Coordinator 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.
  - Other duties as needed and assigned by Support Services Coordinator.

**Student Success**
- Serve as an academic coach/mentor for a caseload of students by meeting weekly to create goals and plans for achievement in the areas of time management, study skills, and campus engagement.
- Develop a curriculum for the Academic Mentoring Program.
- Oversee the Scuba Zone for academic mentoring.
- 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.
- 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.