Griff Center for Student Success
2020-2021 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

Terms: August 13, 2022 – May 15, 2023
25 hours a week
(weekend and evening hours may be required)

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

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.