Graduate Assistant for Academic Success Center (ASC) - Programming

The Academic Success Center (ASC) at Medaille College seeks a Graduate Assistant for the 2020-2021 academic year to work collaboratively with the Director of Academic Success and Persistence to develop, execute, and assess academic programming for the center. The primary role of this assistantship is to assist the Director with implementing projects that support student retention in the areas of academic advisement and academic services (e.g., peer mentoring, coaching, etc.). This position is a twenty-hour per week graduate assistantship, scheduled over at least 4 out of 5 days, reporting to the Director of Academic Success and Persistence.

Duties and Responsibilities:

- Work in collaboration with the Advisement office to design and implement a program for academic alert that assists students with improving their academic performance. Provide referrals to other support services when appropriate.
- Assist with the coordination of events sponsored or co-sponsored events.
- Develop and facilitate workshops for Medaille students that will focus on developing academic and personal skills for success in college.
- Provide individual tutoring to Medaille students in academic subjects with which the Graduate Assistant is competent and knowledgeable.
- Assist with the creation and delivery of online services using best practices.
- Assist ASC with management of social media and advertisement, provide front desk support, and placement testing in the office.
- Attend and participate in regularly scheduled staff meetings, retreats, and professional development opportunities.
- Represent the Academic Success Center at campus events and programs.
- Perform other duties as assigned.

Candidate must have received a Bachelor’s degree from an accredited university. Candidate must be accepted into an accredited graduate program and must be a full-time graduate student while holding the position. Successful candidates should demonstrate effective communication and counseling skills, ability to present materials to groups in workshop setting, and have knowledge of Microsoft Office Suite software, the Internet, and other technology for students. Experience working with a diverse student population is desired.

Compensation:

Compensation for this position is a $9,000 stipend, pro-rated over a ten-month contract. Professional Development opportunities are available via a developed personal development plan with your supervisor.

Medaille is a growing, private, four-year, liberal arts-based college in Buffalo, New York, serving the educational needs of traditional and non-traditional students in Western New York and Southern Ontario through a variety of undergraduate and graduate programs (www.medaille.edu).

A resume, cover letter, and three (3) references with contact information should be electronically submitted to Dr. Tara Jabbaar-Gyambrah at taj57@medaille.edu with “Graduate Assistant Position” in the subject heading.