Graduate Assistant for Academic Advisement, Academic Advisement Center (AAC)

The Academic Advisement Center (AAC) at Medaille College seeks a Graduate Assistant for the 2021-2022 academic year to work collaboratively with the Academic Advisement staff to provide exceptional advisement and registration services for the students of Medaille College. The primary role of this assistantship is to assist the Academic Advisement Center with implementing projects that support student satisfaction and retention in the area of academic advisement. This position is a twenty-hour per week graduate assistantship. Office hours are Monday to Thursday 8:00 am – 7:00 pm and Friday 8:00 am – 6:00 pm.

This position allows the opportunity to work in a high student interaction office with a variety of students including but not limited to student athletes, those on academic probation, traditional undergraduate, post-traditional, international, and first-generation students. This position also allows the candidate to gain technical knowledge and experience in student data management systems (i.e. Banner, DegreeWorks, AccuTrack, CourseLeaf).

Duties and Responsibilities:

- Assist the Academic Advisement Counselors with student scheduling, advising, correspondence, and programming tasks.
- Assist with cross campus communication and collaboration Assist AAC with front desk support.
- Attend and participate in regularly scheduled staff meetings, retreats, and professional development opportunities.
- Represent the Academic Advisement 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.

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 Cathy Oddo at Cathy.A.Oddo@medaille.edu