Overview
This position is a twenty-hour per week graduate assistantship (scheduled over at least 4 out of 5 days) reporting to the staff of the Academic Support Center. The primary role of this assistantship is to support the daily functioning of the Academic Support Center. The graduate assistant will also plan, develop, and facilitate ASC programming. The Academic Support Center at Medaille College offers a variety of services to both undergraduate and graduate students, including tutoring, supplemental instruction, workshops, academic coaching, and accessibility services. Duties include, but are not limited to:

Front Desk Support
- Open and close the Academic Center
- Answer phones, take messages, and direct calls as needed
- Answer questions from students and faculty
- Assist students in creating tutoring appointments
- General administrative and clerical tasks - making copies, signing tests in and out of the center, checking mail, stocking supplies, maintaining a clean and organized workspace
- Other duties as assigned

Accessibility Services
- Under the direction of the Coordinator of Accessibility Services, intake, administer, and collect course examinations for students with testing accommodations
- Read exams to students with specific testing accommodations
- Oversee the recruitment and supervision of student note-takers- Email class rosters to solicit note-takers, ensure note-takers are providing notes as required, correspond with note-takers when needed

Social Media and Advertisement
- Maintain and regularly update social media accounts that will be used to advertise ASC events and services
- Create and distribute advertisement material on campus
- Visit classrooms to present information regarding ASC services when needed
- Reach out to Medaille students using phone, email, and standard mail to advertise ASC services when needed

Writing Labs, Tutoring & Workshops
- Facilitate writing labs for Medaille students that will focus on developing student writing proficiency.
- Provide individual tutoring to Medaille students in academic subjects with which the Graduate Assistant is competent and knowledgeable
- Develop and facilitate workshops for Medaille students that will focus on developing academic and personal skills for success in college
- Maintain timely and accurate session logs for tutoring sessions provided
Department-wide Responsibilities

- Meet with the ASC Administrative Assistant at least once a week
- Assist with the coordination and facilitation of events sponsored or co-sponsored by the Academic Support Center
- Attend and participate in regularly scheduled staff meetings, retreats, and staff development opportunities
- Assist with Placement Testing
- Plan and provide workshops during Medaille’s Summer Scholar’s Program
- Other duties as assigned

Performance Evaluation

- Graduate Assistant will have regular feedback in weekly one-on-ones with the Administrative Assistant of the Academic Support Center as needed.
- Graduate Assistant will be expected to draw on their coursework knowledge and is expected to regularly apply that knowledge in their work.
- Graduate Assistant will have a professional development plan at the start of each semester to identify professional goals for the semester or year and how they will accomplish and measure their success.
- Graduate Assistant will have a written performance evaluation with the Administrative Assistant and discussion about professional development at the end of each semester.

<table>
<thead>
<tr>
<th>Position Type:</th>
<th>Graduate Assistant – Academic Support Center</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Academic Support Center</td>
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<tr>
<td>Salary Range:</td>
<td>$9,000 stipend</td>
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<tr>
<td>Department Web Site:</td>
<td><a href="http://www.medaille.edu/academics/asc">www.medaille.edu/academics/asc</a></td>
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<tr>
<td>Qualifications:</td>
<td>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 a workshop setting, and have knowledge of Microsoft Office Suite software and the Internet. Experience working with a diverse student population is desired.</td>
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<td>Terms:</td>
<td>August 15, 2018 to June 15, 2019</td>
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<td>Minimum of 20 hour per week</td>
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<td>Flexible schedule a must</td>
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<td>Closing Date:</td>
<td>Open Until Filled</td>
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</tbody>
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| Required Applicant Documents: | Resume  
Cover Letter  
Names and contact information for 3 professional references |
| Submit to: | Michelle Harvey  
Director  
Academic Support Center  
Medaille College  
18 Agassiz Circle  
Buffalo, NY 14214  
Email: mschultz@medaille.edu  
Phone: 716-880-2338  
Fax: 716-884-0291 |