TITLE: Graduate Assistant – Canisius College • GRIFF Center for Academic Engagement

REPORT TO: Anne Marie Dobies
Assistant Vice President/Director
2001 Main Street • Buffalo, New York 14208

COMPENSATION: Tuition waiver 100% of HESSA program cost
$2,000 Stipend; $1,350 Meals (for the year)

QUALIFICATIONS: Flexible; Works well with a team; Able to multi-task and thrive in a diverse and fast-paced environment.

TERMS: 25 hours per week (weekends and evenings may be required)
August 8, 2018 — May 25, 2019

DUTIES & RESPONSIBILITIES: The position(s) is responsible for learning, assessing, and implementing a variety of student development, engagement and outreach, while at the same time familiarizing themselves with all areas in the Griff Center. GA positions are available within the Griff Center in the following areas:

- General Proctor Site/Accessibility Support
- Career Services
- Tutoring Services

A limited overview of responsibilities for each area are listed below. The person must be organized and able to work with a wide range of faculty, staff, and students in a confidential and professional manner, as well as help supervise the proctor site, tutoring services & study areas.

The position(s) requires that the person must serve as academic mentor each semester. Projects, assignments, and committee support may be added throughout the academic year.

General Proctor Site/Accessibility Support
Responsible for the daily operation of the Proctor Site including but not limited to: scheduling of exams, creation of student assistants and shuttle schedule, training and supervision of student assistants. Oversee all components of notetaking. Assist with various components within accessibility support.

Career Services
Responsible for the review of all career-related documents (resume, cover letter, and CV), proactive daily entering and approval of jobs as well as the review and approval of employers in Handshake. Assist in planning and attend all career and on-campus recruitment events. Responsible for promotion of all career related events using both electronic and print media. Assist in the supervision and scheduling of work study students. Represent the Griff Center at WNY Association of College Career Center events.

Tutoring Services
Responsible for academic workshop development and delivery as well as the development and delivery of tutor training materials. Interview new tutors as well as coordinate Tutor Appreciation Day in addition to providing administrative support for the area. Create flyers for use in both electronic and print media. Ability to provide excellent customer services to tutoring services stakeholders and ability to tutor in subject area of undergraduate degree would be preferred.