MEDAILLE COLLEGE
POSITION DESCRIPTION

TITLE: Graduate Assistant
Departments of Career Planning and Multicultural and Community-Based Learning

REPORT TO: Director and Coordinator of Departments

COMPENSATION: Stipend $9,000.00, Health Insurance (optional)

QUALIFICATIONS: Enrolled in a Master's program in Student Affairs, Higher Education, Guidance, Counseling or related degree, experience in counseling, public relations, and/or program development helpful. Proficient with Microsoft Office. International travel or study abroad experience preferred.

DESCRIPTION: Medaille College offers a comprehensive student affairs program, which includes an emphasis on student learning, student development and quality services. Graduate Assistants are challenged to serve as major contributors and will be considered full-time staff members in terms of expectations and benefits.

TERMS: August 1, 2019 to June 1, 2020, part-time status (20-25 hrs), evening/weekend hours included.

SUBMIT: Cover letter, resume, and references to: ccullinan@medaille.edu or Carol Cullinan, Director
Career Planning/Medaille College/18 Agassiz Circle/Buffalo, NY 14214

DUTIES AND RESPONSIBILITIES:
• Provide administrative assistance to departments, including responding to inquiries and scheduling appointments and meetings.
• Manage numerous databases and assist with input of jobs in Medaille’s system as well as continuously updating the community-based learning volunteer handbook.
• Develop activity-based student programs for targeted populations including but not limited to establishing a weekly “Let’s Chat” discussion group for international students and a monthly programming schedule for international students.
• Plan and present at international student orientation including assistance with airport pickups and welcome week programming.
• Creatively market services to all student populations and keep up with office social media platforms.
- Assist with the organization of events and services including but not limited to the Campus Community and Involvement Fair and Job Fair on campus.
- Present workshops and classroom presentations.
- Guide students through service learning, volunteering, internship, and job search processes.
- Work collaboratively with faculty and other departments.

*Priority given to individuals willing to commit to a two year assistantship*