Graduate Assistant for the Honors Program

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).

The Honors Program at Medaille College seeks a Graduate Assistant for the 2019 – 2020 academic year.

The GA will be responsible for supporting the development of the Honors Program; including but not limited to, supporting the development, implementation, and assessment of academic programming.

Duties include the management of an electronic filing system for all current and incoming Honors students, administrative functions including event planning, faculty support, and content creation/editorial responsibilities for the Honors program.

The GA must be able to serve 20-25 hours a week; flexible schedule a must.

For questions regarding the position, contact Dr. Bernadette Clabeaux at bernadette.clabeaux@medaille.edu.

Compensation: $9,000/academic year