Overview
This position is a twenty-hour per week (scheduled over at least 4 out of 5 days) graduate assistantship reporting to the Academic Achievement Specialists in the Academic Support Center. The primary role of this assistantship is to serve as an Academic Coach: an individual who will meet with students and help them identify and develop skills that will help them succeed at Medaille College. The coach will work primarily with students on Academic Alert, but will provide Academic Coaching to any student who seeks the service. Students on Academic Alert are students who have earned a semester GPA of below a 2.0. These students will be required to meet with an ASC staff member during the semester.

Academic Alert
- Meet with students on Academic Alert and explain the conditions of their Academic Alert Contract, which requires students on alert to meet with an ASC staff member during the semester. The Graduate Assistant will likely be the person with whom the student meets.
- Under the direction of the Academic Achievement Specialists, meet with Alert students in the role of Academic Coach. Assist Alert students in identifying barriers to academic success and building skills necessary to improve their academic performance. Provide referral to other support services when appropriate
- Track and record Academic Alert student utilization of Academic Support Center services
- Contact students on Academic Alert and ensure that they are meeting their requirements
- Maintain accurate and timely records of meetings with students

Academic Coach
- Provide individual Academic Coaching to Medaille students that will focus on developing the skills necessary to succeed at Medaille College
- Refer students to other support services as needed, including, but not limited to, tutoring, ASC workshops, supplemental instruction, accessibility services, career planning, and counseling services
- Maintain accurate and timely records of meetings with students
- Track student progress throughout the semester

Outreach and Advertisement
- Attend division head meetings to advertise the Academic Coaching service to faculty
- Visit classrooms to present information regarding Academic Coaching and ASC services when needed
- Reach out to Medaille students using phone, email, and standard mail to advertise ASC services
- Other outreach as needed

Other Responsibilities
- Assist Academic Achievement Specialists in providing services to Academic Probation students as needed
- Assist Academic Achievement Specialists in the instruction of the INT 100 class for probation students as needed
Department-wide Responsibilities

- Meet with an Academic Achievement Specialist at least once a week, alternating between the two specialists.
- Develop workshops for Medaille students that will focus on developing academic and personal skills for success in college.
- Assist with the coordination and facilitation of events sponsored or co-sponsored by the Academic Support Center including weekly Lunch and Learn workshops.
- Provide front desk support (answering phone calls, general clerical tasks, answering questions from students and faculty, and assisting students with making tutoring appointments).
- Assist with Accessibility Services exam accommodations by administering, proctoring, and/or reading and scribing exams.
- Provide in-class workshops as needed.
- Attend and participate in meetings, retreats, and staff development opportunities as required.
- 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 Academic Achievement Specialists.
- 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 co-coordinators 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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<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.</td>
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Academic Support Center  
Graduate Assistant for Academic Coaching and Student Support  
Position Description

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<tr>
<th>Terms:</th>
<th>Suite software and the Internet. Experience working with a diverse student population is desired.</th>
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| Terms: | 10 month - July 6, 2020 to May 7, 2021 (preferred)  
Minimum of 20 hour per week (4 days a week required)  
Flexible schedule a must |
| Closing Date: | Open Until Filled |
| 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 |