Overview
This position is a twenty-hour per week/4 day a week graduate assistantship reporting to the First Year Experience (FYE) program Co-Coordinators in the Academic Support Center. The primary role of this assistantship is to develop, support, and coordinate the efforts of the FYE program. The FYE program at Medaille College is an educational and supportive mentoring program for first-year students. FYE aims to build a clear and unobstructed path to directly connect students to student support services. The co-coordinators of the FYE program are the Student Success Specialists in the Academic Support Center (ASC) Duties include but are not limited to the following:

First Year Experience (FYE) Responsibilities
- Co-plan and facilitate the FYE Orientation (tbd)
- Assist in planning and facilitating the Peer Mentor August training and ongoing professional development during Peer Mentor staff meetings
- Assist spring recruitment for new peer mentors
- Coordinate and oversee FYE Peer Mentor initiatives including mixers, marketing efforts, and other events or programs.

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

Department-wide Responsibilities
- Meet with the co-coordinators of the FYE program at least once a week, alternating between the two coordinators.
- 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
- Visit classrooms to present information regarding ASC services or present in-class workshops
- 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 co-coordinators of FYE program.
- 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 Suite software and the Internet. Experience working with a diverse student population is desired.</td>
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<tr>
<td>Terms:</td>
<td>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</td>
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<td>Closing Date:</td>
<td>Open Until Filled</td>
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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 |