Overview
This position is a twenty-hour per week graduate assistantship (scheduled over at least 4 out of 5 days) reporting to the staff of the Academic Support Center. The primary role of this assistantship is to support the Tutoring component of the Academic Support Center. The graduate assistant will also plan, develop, and facilitate ASC programming. The Academic Support Center at Medaille College offers a variety of services to both undergraduate and graduate students, including tutoring, supplemental instruction, workshops, academic coaching, and accessibility services. Duties include, but are not limited to:

Tutoring
- Assist in recruiting, scheduling, and training peer and professional tutors
- Develop and facilitate regular professional development opportunities for tutors
- Coordinate Group tutoring and Supplemental Instruction sessions
- Facilitate writing labs for Medaille students that will focus on developing student writing proficiency as needed
- Monitor tutor hours and assist with reviewing time reports
- Maintain databases, forms and employee files
- Provide individual tutoring to Medaille students in academic subjects with which the Graduate Assistant is competent and knowledgeable
- Maintain timely and accurate session logs for tutoring sessions provided

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

Social Media and Advertisement
- Maintain and regularly update social media accounts that will be used to advertise ASC events and services
- Create and distribute advertisement material on campus
- Visit classrooms to present information regarding ASC services when needed
- Reach out to Medaille students using phone, email, and standard mail to advertise ASC services when needed
Department-wide Responsibilities

- Meet with the ASC Administrative Assistant and Director of Academic Support Services at least once a week, alternating between the two positions
- 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 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.
- Assist with Placement Testing
- 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 Administrative Assistant of the Academic Support Center as needed.
- 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 the contract 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 Administrative Assistant and discussion about professional development at the end of the contract.

<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</td>
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Academic Support Center  
Graduate Assistant for Academic Support Center  
Position Description

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<th>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.</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