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

Pathways Responsibilities
- Co-plan and facilitate the Pathways Orientation
- 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 Pathways Peer Mentor initiatives including mixers, marketing efforts, and other events or programs.

Department-wide Responsibilities
- Meet with the co-coordinators of the Pathways program at least once a week, alternating between the two coordinators.
- Assist with the coordination and facilitation of events sponsored or co-sponsored by the Academic Support Center
- Attend and participate in regularly scheduled staff meetings, retreats, and staff development opportunities.
- 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 Pathways 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.

Position Type: Graduate Assistant – Academic Support Center
# Academic Support Center
## Graduate Assistant for Pathways Program
### Position Description

<table>
<thead>
<tr>
<th>Department:</th>
<th>Academic Support Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Range:</td>
<td>$9,000 stipend</td>
</tr>
<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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</tbody>
</table>

#### Qualifications:
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.

| Terms: | August 15, 2018 to June 15, 2019  
Minimum of 20 hour per week  
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 |