Graduate Assistant  
Dr. George E. Schreiner ’43 Pre-Medical Center  
2020-2021

TITLE: Graduate Assistantship - Pre-Medical Center  
Canisius College

SUPERVISOR: Allyson Backstrom, PhD, Director  
Dr. George E. Schreiner ’43 Pre-Medical Center  
Science Hall Room 1026  
Canisius College  
Buffalo, NY 14028  
(716) 888-2539  
backstra@canisius.edu

QUALIFICATIONS: Bachelor’s degree. Accepted into the Canisius College Higher Education and Student Affairs Administration program. Experience working with college students. Interest in advising undergraduate students. Strong oral, written and interpersonal communication skills. Strong computer skills including proficiency with Microsoft Office Suite. Ability to multi-task and manage details with accuracy and precision. A background in sciences and/or the health professions is a plus, but not required. A valid driver license is required.

TERMS: The position requires twenty five (25) hours of work per week, including occasional evening and weekend hours as needed. Position starts one week prior to start of classes for the academic year and ends one week after final exams. Complete the Canisius College safe-driving van course.

COMPENSATION: 100 % Tuition Waiver  
Plus $1,000 Stipend, $720 Meal Plan (Stipend and Meal Plan are Pending Funding Approval)  
Memberships in the National Association of Advisors for the Health Professions (NAAHP) and the Northeast Association of Advisors for the Health Professions (NEAAHP) will be provided.
DUTIES:
The graduate assistant for the Pre-Medical Center will help support approximately 300 pre-med/pre-health undergraduate students by assisting the Director with the services offered by the Center, serving as the first point of contact for students with the Center, interacting with other campus offices and the public, and generally providing a supportive environment for pre-med/pre-health students.

1. Serve as primary intake adviser for pre-med/pre-health students as they register with the PreMedical Center (initiate student file, inform regarding Center services and support, connect with student organizations).
2. Assist with scheduling and promoting pre-med/pre-health learning opportunities on and off-campus, including advising meetings, medical and professional school tours, community service activities, visiting speakers and information sessions by visiting professional schools.
3. Provide general office support.
4. Assist in maintaining and updating PreMedical Center records.
5. Manage Health Science Advisory and Recommendation Committee application process and maintain student portfolios.
6. Collaborate with student organizations (Society for Pre-Health Professionals, PreStudents of Osteopathic Medicine, and Minority Association of PreMedical Students) to organize and host programs, speakers, and events.
7. Assist in proofreading/editing student applications.
8. Assist students in preparing for medical school and professional school interviews.
9. Assist in updating advising and application resources in Desire 2 Learn, website and other venues.
10. Develop and maintain PreMedical Center social media, explore new avenues of social media marketing and communication for the office, and assist in maintaining website.
11. Assist with projects that support College medical alumni relations and development efforts.
12. Assist with office projects as needed including creating advertisements, mailings, surveys, conducting office assessment, and continuing development of a Graduate Assistant manual.
13. There will be opportunities to take student groups to out-of-town conferences and events.
14. There may be opportunities to serve as a teaching assistant for Introduction to Health Professions and Special Topics in Medicine courses.