Griff Center for Student Success
2020-2021 Graduate Assistantship Position

Position: Career Development – Graduate Assistant

Supervisor: Senior Assistant Director of Career Development

Compensation: 100% Tuition Waiver for HESAA Program
$2,000 Stipend; $1,350 Meals annually

Terms: August 13, 2020 through May 15, 2021
25 hours a week + academic mentoring caseload
(weekend and evening hours may be required)

Assistantship Responsibilities:

Career Development

• Providing career development coaching for students through the facilitation of resume/LinkedIn and cover letter reviews
• Conduct practice interviews for the Career Decision Making course, teacher candidates, pre-medical students, and other requests as needed
• Assist in the overall management of the Career Development CRM system, Handshake; complete proactive daily entering and approval of job postings, events, and employer requests
• Assist with office front desk operations: scheduling appointments for professional staff, answering phones, assisting in the supervision and scheduling of work study students
• Assist with event planning, set up, and execution
• Serve as an academic coach/mentor a caseload of students by meeting weekly to create goals and plans for achievement in the areas of time management, study skills, and campus engagement
• Assist Coordinator, Career Development with marketing campaigns and materials
• Represent the Griff Center at WNY Association of College Career Center events

Student Success

• Serve as an academic coach/mentor for a caseload of students by meeting weekly to create goals and plans for achievement in the areas of time management, study skills, and campus engagement.
• Supervise and assist with the operations of the Study Center as a Study Center Supervisor.
• Assist the Career Development team with other duties as assigned

Qualifications:

• Bachelors degree required; must be accepted into the Higher Education and Student Affairs Administration program at Canisius College.
• The graduate assistant must be flexible, work well with a team, able to multi-task and thrive in a diverse and fast-paced environment, and maintain open communication with staff. Excellent interpersonal and customer service skills; strong writing and proofreading skills with a keen attention to detail; ability to take initiative, manage projects, and follow up.