Griff Center for Student Success
2020-2021 Graduate Assistantship Position

Position: Graduate Assistant – Student Accessibility Services and Veteran Programs

Supervisor: Associate Director of Support Services

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:

**Student Accessibility Services and Testing Center**

- Responsible for the daily operation of the Testing Center including scheduling, proctoring, inputting and delivering of all exams that are taken in the center.
- Administer exams to students who receive academic accommodations due to a documented disability as well as make up exams for the college.
- Maintain strict confidentiality in regards to student files and academic records.
- Create and manage the Testing Center database as well as the designated testing email account.
- Communicate with faculty via email, phone, and in person in a professional manner.
- Coordinate special accommodations for students such as reading or scribing during an exam.
- Oversee the note taking accommodation including finding, hiring, and training student note takers, and managing the accommodation throughout the semester.
- Supervise and delegate tasks to student workers by creating their semester work schedules and coordinating and conducting trainings.
- Create and implement a welcoming and inclusive space for all students utilizing support services.

**Veteran Programming**

- Assist the Associate Director of Support Services with various aspects Veteran Support Services including:
  - Developing monthly veteran programming and special events
  - Maintaining regular communication with student veterans
  - Advisement of a new student veteran’s club
  - Overseeing the Veteran Resource Center

**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 Support Services 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.