Griff Center for Student Success
2020-2021 Graduate Assistantship Position

Position: Graduate Assistant – Tutoring and Study Centers

Supervisor: Assistant Director of Support Services

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

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

Assistantship Responsibilities:

Tutoring Center

- Responsible for the daily operation of Tutoring Center including managing work-study students, troubleshooting issues that may arise (e.g., problem with swipe system, tutor does not arrive on time) and maintaining the front desk when necessary.
- Assist with tutor training and creating tutor schedules
- Coordinate tutor appreciation event each semester
- Maintain tutor employment records
- Write monthly Tutor Spotlight articles to be included in the parent newsletter
- Create assessment tools for the Tutoring Center and assist with analyzing data
- Assist with tutor recruitment and hiring process
- Supervise and delegate tasks to student workers by creating their semester work schedules, coordinating and conducting training, and assigning work stations
- Plan and facilitate academic workshops in a workshop series in the areas of time management, note taking and study skills, and self-care and stress reduction
- Approve tutor time sheets each pay period and submit to payroll
- Make sure that tutor list serve is up to date with ITS and send updates as new tutors are hired
- Contact faculty when needed about supplemental review materials
- Contact faculty prior to finals week in order to organize necessary review sessions
- Maintain student confidentiality and always remains sensitive to student needs and levels of comfort
- Coordinate study center supervisor training and create schedules
- Market the study center to all members of the campus community as a distraction free environment where students can effectively learn
- Work closely with student-athletes who are a large population who utilize the study center
- Work with coaching staffs of NCAA Division 1 teams to ensure students are using the study center as a space for academic success and provide academic counseling in the areas of study skills, time management, and notetaking
- Create social media updates for the Tutoring Center and Study Center
- Create signage and promotional material for the Tutoring Center and Study 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.