Graduate Assistant for the Academic Success Center (ASC) – Tutoring Services

The Academic Success Center at Medaille College seeks a Graduate Assistant for the 2021-2022 academic year.

The Graduate Assistant will be responsible for:

- Reviewing and interviewing tutor applications in an individual and/or group process.
- Managing the Accutrack database to match tutees with tutors each semester.
- Facilitating group orientations to communicate tutors’ responsibilities and objectives.
- Creating promotional materials for the tutoring program.
- Organizing tutoring community-building events.
- Facilitating tutoring evaluations and reflections.
- Developing and facilitating workshops for Medaille students that will focus on developing academic and personal skills for success in college.
- Providing individual tutoring to Medaille students in academic subjects with which the Graduate Assistant is competent and knowledgeable.
- Assisting with the creation and delivery of online services using best practices.
- Assisting ASC with management of social media and advertisement, provide front desk support, and placement testing in the office.
- Attending and participating in regularly scheduled staff meetings, retreats, and professional development opportunities.
- Representing the Academic Success Center at campus events and programs.
- Performing other duties as assigned.

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 workshop setting, and have knowledge of Microsoft Office Suite software, the Internet, and other technology for students. Experience working with a diverse student population is desired.

Medaille is a growing, private, four-year, liberal arts-based college in Buffalo, New York, serving the educational needs of traditional and non-traditional students in Western New York and Southern Ontario through a variety of undergraduate and graduate programs (www.medaille.edu).

A resume, cover letter, and three (3) references with contact information should be electronically submitted to Cheryl Twardowski-Potter at ctwardowski@medaille.edu with “Graduate Assistant Position” in the subject heading.