

Position Type:	Graduate Assistant (English)
Department:	Academic Support Center / TRIO
Salary Range:	\$9,000 stipend
Department Web Site:	www.medaille.edu/academics/asc
Brief Job Description:	<p>The Graduate Assistant (GA) in the Academic Support Center (ASC) provides tutoring and supplemental instruction for introductory English composition courses. The GA assists the ASC in training and supervising tutors and work study students. The GA updates and maintains database information regarding SI and tutoring sessions, presents workshops, and represents the ASC and its programs in outreach opportunities and orientations. Time is spent assisting with the day-to-day operations of the Academic Support Center, including Disability Services and the TRIO Student Support Services Program. The GA will also perform additional duties as assigned.</p>
Qualifications:	<p>Candidate must have received a Bachelor's degree from an accredited university in English or related field. 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 a workshop setting, and have knowledge of Microsoft Office Suite software and the Internet. Experience working with a diverse student population is desired.</p>
Terms:	<p>August 16, 2010 to June 15, 2011 Minimum of 25 hour per week Flexible schedule a must</p>
Closing Date:	<p>Open Until Filled In order to receive full consideration application material should be submitted by July 16, 2010</p>
Special Instructions to Applicants:	<p>Applicants with the ability to teach a developmental reading course are preferred and strongly encouraged to apply. Additional hours and compensation based on credit hours.</p>
Required Applicant Documents:	<p>Resume Cover Letter Names and contact information for 3 professional references</p>
Submit to:	<p>Michelle Schultz Director Academic Support Center Medaille College 18 Agassiz Circle Buffalo, NY 14214 Email: mschultz@medaille.edu Phone: 716-880-2338 Fax: 716-884-00291</p>