

Position Type: Graduate Assistant (Tutoring Program)

Department: Academic Support Center / TRIO

Salary Range: \$9,000 stipend

Department Web Site: www.medaille.edu/academics/asc

Brief Job Description: The Graduate Assistant (GA) will assist with day-to-day operations of the Academic Support Center (ASC), including Disability Services and the TRIO Student Support Services Program. Responsibilities include: scheduling group study sessions, tutoring appointments, workshops, and classroom visits. 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. The GA will assist students on academic probation with developing and completing an Academic Success Plan. The GA will also perform additional duties as assigned.

Qualifications: 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 a workshop setting, and have knowledge of Microsoft Office Suite software and the Internet. Experience working with a diverse student population is desired.

Terms: August 16, 2010 to June 15, 2011
Minimum of 25 hour per week
Flexible schedule a must

Closing Date: Open Until Filled
In order to receive full consideration application material should be submitted by July 16, 2010

Required Applicant Documents: Resume
Cover Letter
Names and contact information for 3 professional references

Submit to: Michelle Schultz
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