Job Title:
Graduate Assistant – The Center for Academic Success and Enrichment (CASE)
# Positions: 2 (anticipated)

Overview:
For nearly 200 years, MCPHS University, formerly known as Massachusetts College of Pharmacy and Health Sciences, has been at the forefront of innovation in the healthcare world. We take pride in our history, yet are motivated by a curiosity about the future. That’s why we are constantly updating our state-of-the-art labs, innovating our curriculums, and adding programs to coincide with the needs of an ever-changing healthcare landscape.

Faculty and staff continue to bring their talents and skills to MCPHS University to contribute to our mission of guiding and supporting students toward successful and sustainable careers in healthcare. Whatever position an employee holds, their efforts make an important impact on the overall quality of campus life. Employees are an integral part of a community that is proud of its heritage and the accomplishments that make MCPHS University a first-class educational institution.

Responsibilities:
The Center for Academic Success and Enrichment (CASE) anticipates having two graduate assistant openings during the Fall 2017 and Spring 2018 semesters. The CASE is a busy one-stop center offering academic advising, student success coaching, peer tutoring and peer mentoring programs. The Graduate Assistant will work a minimum of 15 hours per week assisting the CASE Staff in all aspects of academic support, including:

- participating in large-scale advising events
- working with academically at-risk students in one-on-one appointments and through workshops
- working to improve programs and services for transfer and commuter students
- assisting the coordination of peer tutor and/or peer mentor programs
- assisting the administration of office systems, procedures, and policies

Additional responsibilities may be assigned by their respective supervisor.
Graduate assistants will be paid a stipend for each semester. If practicum credit is desired, supervision and assignments can reflect academic program requirements for the graduate student. MCPHS University is conveniently located in Boston’s Longwood Medical Area and is accessible by public transportation.

**Required:**
- Must be currently enrolled in a higher education master's degree program
- An interest in a career in postsecondary education, specifically working with students on probation or who are first in their family to go to college
- An interest in program development
- Excellent interpersonal skills
- Detail-oriented
- Ability to learn through experience in a fast-paced environment

**Contact person:**
- Tiffanie Pierce, Assistant Dean for Student Success  
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