Center for Academic Success and Enrichment

Graduate Assistant
Job Description
2018 – 2019

The Center for Academic Success and Enrichment (CASE) seeks enthusiastic and well-qualified candidates for the position of CASE Graduate Assistant for the 2018-2019 academic year!

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 CASE Graduate Assistant will work during the Fall 2018 and Spring 2019 semesters. The CASE is a one-stop student success center that oversees academic advising, student success coaching, faculty mentoring, the University Learning Network (peer tutoring, supplemental instruction, Writing Center, Math and Physics Center), and the peer mentoring program. Supervised by the Assistant Director for Academic Advisement and the Assistant Director of Student Success, the Graduate Assistant will work 15-20 hours per week assisting both the advising and student success functional areas. Major responsibilities include:

- Assist with major CASE advising and programming events (i.e., Add/Drop, Pre-Registration, Campus Resource Fair, etc.)
- Sit on CASE Programming Committee
- Work with students one-on-one for academic advising and coaching
- Facilitate advising and student success workshops throughout the academic year
- Assist with the coordination of the peer mentoring program
- Participate in hiring and selection process of new peer mentors
- Attend and participate in staff meetings, leadership development programs, and training programs
- Co-facilitate a section of Introduction to the Major (ITM) with assigned Student Success Coach in spring semester
- Assist with on-going assessment of CASE programs
- Assist with the administration and maintenance of office systems, procedures, and policies

Additional responsibilities and projects assigned by supervisor(s).

QUALIFICATIONS

Required

- Candidates currently enrolled in a master’s degree program at an accredited institution in education, student affairs, counseling or a related field are strongly preferred. Candidates in unrelated graduate programs will be considered if there is a strong interest in working in student services/higher education in the future; this must be expressed in the cover letter.

Desired

- Experience within a higher education or student affairs setting
- An interest in program development and student services in a higher education setting
- Strong ability to speak in front of groups and facilitate activities and/or interactive discussions
- Positive attitude and enthusiasm to work collaboratively with other students, faculty, and staff
- Demonstrate professionalism when working with faculty, staff, and students
- Strong written, oral, and interpersonal communication skills
- Possess an understanding and sensitivity to concerns and issues faced by students
- Maintain confidentiality of students and appropriate relationships
- Excellent time management, self-management, and organizational skills

No relocation assistance available. Finalist candidate(s) for this position will be subject to a pre-employment background check as a condition of employment. MCPHS University is an equal opportunity employer. Applicants who would enrich the University’s diversity are welcome to apply To apply visit: https://careers-mcphs.icims.com/jobs/3003/graduate-assistant---case-boston/job

COMPENSATION

The Graduate Assistant 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.