

Massachusetts College of Pharmacy and Health Sciences
Office of Academic Support Services-~~Worcester/Manchester~~

- Position Title:** Graduate Assistant
- Department:** Academic Support Services-Worcester/Manchester
- Position Type:** (stipend)
- Reports To:** Works under the supervision of the Director of Academic Support Services-Worcester/Manchester. May also have responsibility to the ESL Specialist/Academic Counselor.
- Purpose:** Responsible to assist staff of Academic Support Services in the delivery and coordination of services.

Essential Functions:

1. Assist Academic Support Services staff with daily operation of the department.
2. Assist in the coordination of high volume services such as: out of sequence planning, mid semester warnings and probation.
3. Assist the ESL Specialist/Academic Counselor in the coordination of tutoring services.
4. Assist the Director and ESL Specialist/Academic Counselor in communicating with the Nursing and PA programs to develop structured tutoring support.
5. Assist the Director in the coordination of proctoring required for students registered with Disability Services.
6. Assist the Administrative Assistant in tasks related to Academic Support Services.
7. Perform additional duties as assigned by the Director.

Qualifications:

1. Master's Degree candidate in Education, Educational Psychology, Counseling or related field.
2. Experience working with students preferably in a postsecondary setting.
3. Demonstrated commitment to diversity.
4. Demonstrated understanding of confidentiality.
5. Ability to establish and maintain harmonious working relationships with members of the college community.
6. Strong interpersonal, written and oral communication skills.
7. Ability to perform the above duties with or without reasonable accommodations.