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 Academic Resource Center (ARC) is seeking a graduate assistant to work during the Fall 2016 and Spring 2017 semesters. The ARC is a one-stop center offering academic advising, academic success coaching, peer tutoring and peer mentoring programs. The Graduate Assistant will work a minimum of 15 hours per week assisting the Academic Counselors 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 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.

Qualifications
Required:

- Must be currently enrolled in a higher education master's degree program
Job Description for Graduate Assistant in the Academic Resource Center at MCPHS University

- 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
- Must be detail-oriented
- Ability to learn through experience in a fast-paced environment

Please attach a cover letter and a resume or curriculum vitae. No phone calls, please. Principals only. No relocation 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.