More information about this job:

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 (Worcester and Manchester campuses) is seeking graduate assistant/practicum participants to work during the fall 2016 and spring 2017 semesters. The Center for Academic Success and Enrichment offers academic success coaching, tutorial services, workshops, and campus outreach to post-baccalaureate and graduate-level students in the traditional academic setting. The Graduate Assistant will work a minimum of 10 to 16 hours per week assisting the CASE department in all aspects of academic support, including:

- Participation in workshop development and facilitation.
- Assist with campus outreach programs.
- Assist with student data tracking and assessments.
- Work to improve programs and services for post-baccalaureate and graduate students.
- Assist with the coordination of peer tutor programming.
- Assist with the administration of office systems, procedures, and policies.
- Additional responsibilities may be assigned by the supervisor.

Graduate Assistants will be paid a stipend for each semester. Practicum participants who choose to receive credit for their experience, will work with MCPHS and their home institution to determine
appropriate assignments needed in order to fulfill their academic program requirements for their graduate study (non-payment position). MCPHS University Worcester campus is conveniently located close to public transportation. The Manchester (New Hampshire) campus will require personal transportation for those who do not live in the area.

**Qualifications:**

**Required:**

- Must be currently enrolled in a higher education or educational leadership (higher education focus) master's degree program.
- An interest in a career in postsecondary education, specifically working with students at the graduate-level.
- An interest in student data tracking and assessments.
- An interest in program development for students in multiple cohorts and those students not in good academic standing.
- The ability to be able to work independently.
- Must be detail-oriented, a people person with excellent interpersonal skills and have an eye for detail.
- Ability to learn through experience in a fast-paced environment.
- Must be technology savvy and able to use multiple online platforms.
- Advertisement design and Microsoft Publisher experience needed; if the candidate is not familiar with these platforms, they must be willing to learn quickly.

Please attach a cover letter and a resume. 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.

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