

**MEDAILLE COLLEGE**  
**POSITION DESCRIPTION**

- TITLE:** Graduate Assistant  
Career Planning
- REPORT TO:**
- COMPENSATION:** Stipend \$9,000.00, Health Insurance (optional)
- QUALIFICATIONS:** Enrolled in a Master's program in Student Personnel, Counseling, Education or Business.  
Seeking a creative individual who will assist with the marketing initiatives of the department.  
Excellent written and presentation skills  
Public relations, events planning and/or program development experience helpful.  
Proficient with Microsoft office including MS Publisher required.
- DESCRIPTION:** Medaille College offers a comprehensive student affairs program, which includes an emphasis on student learning, student development and quality services. Graduate Assistants are challenged to serve as major contributors and will be considered full-time staff members in terms of expectations and benefits.
- TERMS:** August 15, 2008 to June 15, 2009, part-time status (20-25 hrs), evening/weekend hours possible.  
Summer employment and contract renewal based on mutual consent.  
Priority given to individuals willing to commit to a two year Assistantship
- SUBMIT:** **Cover letter, resume, and references to:**  
Carol Cullinan, Director  
Career Planning  
Medaille College  
18 Agassiz Circle  
Buffalo, New York 14214  
No phone calls please

**DUTIES AND RESPONSIBILITIES:**

With the guidance of the Career Planning Staff:

- Creatively market services to all student populations.
- Develop activity-based student programs for targeted populations
- Coordinate the Career Planning Face book web page
- Assist with web page development
- Assist with career/job search related services and programs
- Maintain office statistics
- Review and revise the Medaille College Employer Database
- Coordinate schedule/tasks for student workers.