

## Graduate Assistant

The University at Buffalo Educational Opportunity Center located in downtown Buffalo is seeking two (2) Graduate Students to work 12-15 hours per week in the Student Support Services Unit. Day time hours are required, with the potential for limited evening work. Grad Students enrolled in Student Personnel Services, Higher Ed., Adult Education, or Social Work programs /or who have work experience in Employment or Student Services are preferred.

The successful candidates will work with adult learners who are pursuing vocational careers, particularly in the allied health field. The successful candidates will work with staff in admissions, counseling, and career services to address the retention, completion, and job placement needs of students. In particular, the candidate will meet with students to facilitate pre-employment histories, identify barriers, and work with professional staff to develop and implement interventions to reduce barriers to employment.

### Typical Duties:

- Conducting student interviews and surveys
- Collecting and compiling student services data
- Providing administrative support
- Providing logistical support for student activities, events, career fairs
- Conducting orientations and workshops
- Tracking and verifying student outcomes
- Assisting with employer surveys and feedback
- Compiling a resource directory
- Utilizing electronic databases

Appointment Period- 12/1/08-6/30/09

Salary- \$20 per hour

*No tuition waiver is included with this position.*

Interested candidates should e-mail resume/ cover letter to:

Sandra Bunkley, Director- Student Support Services at [sbunkley@buffalo.edu](mailto:sbunkley@buffalo.edu) 716-849-6727x159