

Canisius' Opportunity Programs for Education Office  
Arthur O. Eve Higher Education Opportunity Program  
Graduate Assistantship

Job Description:

- Assist in planning, coordinating and implementing the HEOP summer program.
  - Oversee dormitory environment during summer program
  - Counsel students regarding academic, personal, financial and social concerns.
  - Serve as a mentor and positive role model for program and non-program students.
  - Coordinate activities & workshops with other resources on campus.
  - Oversee study hall environment during evening hours and Sunday afternoons.
- Counsel students during the academic year on traditional freshman year transition issues.

Summer Program Commitment:

- June 30<sup>th</sup> to August 2<sup>nd</sup> with a break for the Fourth of July holiday (one day).
- Full time (40 plus hours per week) during the summer, including weekends & opening dorm room to students.
- Summer on-campus residence required.

Academic Year Commitment:

- August 25<sup>th</sup> to May 20<sup>th</sup> with traditional academic year breaks.
- Part time (15 hours per week), traditional office hours and evening hours counseling students throughout the academic year.

Qualifications:

- Experience working with disadvantaged, multicultural college-aged students.
- Bachelor's degree required; students seeking a Master's degree in student personnel or counseling preferred.
- Good written and oral communication skills.
- Candidate must demonstrate an understanding of the need for multicultural diversity in the college environment.
- Computer literacy.
- Valid driver's license.
- Fluency in Spanish is a plus.
- Flexible attitude and demeanor.
- Candidate must be accepted into or enrolled in a graduate program studying counseling education or higher education.

Compensation:

- Summer: housing; meals, stipend, \$2,500 summer stipend
- Academic Year: \$10 per hour, maximum 20 hours per week.

Submit cover letter, résumé, undergraduate transcript, graduate transcripts (if applicable) and three letters of reference by May 1st to:

Canisius' Opportunity Programs for Education (COPE)

2001 Main St

Buffalo, NY 14208

Phone: 716-888-2575, Fax: 716-888-3266