

MNE Student Support Assistant - MNE Office of Student Support

Summary

Primary responsibilities include providing a direct point of contact for students seeking academic support at Mercyhurst North East; providing information regarding programs of study; administering inventories and exams; directing students to tutors and academic support resources/programs.

Immediate Supervisors: Asst. VP of Enrollment and Student Support Liaison

Education and Experience: Experience in academic or vocational training environment

Knowledge, Skills and Abilities:

1. Demonstrate skills in facilitating vocational growth among students
2. Demonstrate the ability to work as part of a team
3. Must be able to effectively interact with students, faculty and administrators
4. Must be highly organized and have knowledge of Microsoft Office
5. Strong communication skills (written and verbal) are essential

Primary Responsibilities:

1. Direct vocational student questions and concerns to the appropriate resource
2. Proctor exams for vocational students who cannot test at the instructor's scheduled time or who require special accommodations
3. Conduct outreach to students for a variety of reasons (not registered, academic probation terms, various other reasons)
4. Reach out to students to ascertain causes for class absences
5. Administering career exploration inventories
6. Help students maximize their tutoring or academic assistance resources
7. Assist with the coordination of new student events / orientation

Secondary Responsibilities:

1. As assigned, especially those pertinent to the regulations of the Perkins Act
2. Assist with educating all students on the availability of resources

This position is full-time, non-exempt with benefits. Interested candidates should submit resumes/applications to:

hrinfo@mercyhurst.edu

Human Resources Department
Mercyhurst College
501 East 38th Street
Erie, PA 16546
FAX 814-824-2020

Mercyhurst College is an Equal Employment Opportunity Employer that encourages members of diverse groups to apply.