



GRADUATE ASSISTANT POSITION DESCRIPTION

Job Title: Graduate Assistant
Department: School of Business
Reports To: Dean, School of Business
Shift/Hours: 15-20 hours per week
Date Prepared: 7/22/2025

SUMMARY

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to Dean, School of Business. A schedule will be mutually arranged by the GA and the Supervisor to ensure the hour requirement is met. The GA must register for a minimum of 6 semester hours (minimum of 9 semester hours is required for international GA's) during each Fall and Winter semester. The GA may register for additional credits up to a maximum of 24 semester hours per academic year. The GA must maintain good standing academically (3.0 or higher GPA each semester) and adhere to the University Code of Conduct to maintain their position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain a 3.0 (or higher) GPA each semester for which the student is given the GA award. GA must be in good academic and personal standing.
2. Experience with Microsoft Office, specifically Word, Excel and PowerPoint.
3. Assist with data analysis and report writing for accreditation compliance.
4. Strong technology skills, including creating audio and video presentations to support faculty teaching and School of Business projects.
5. Assist with various projects and events, as assigned, including organizing and maintaining records of mentorship activities of students participating in the School of Business mentorship program, orientation support, and Business Student Conference support.
6. Support School of Business communications, including social media outreach.

QUALIFICATIONS

The GA must be fully admitted to a Graduate degree program at Madonna University. The GA must maintain a 3.0 (or higher) GPA each semester for which the student has been given the GA award. Professionalism, work ethic, attention to detail and excellent organizational skills. Excellent interpersonal, oral and written communication skills. Ability to self-initiate, work both independently and collaboratively. Ability to prioritize multiple projects simultaneously and successfully meet deadlines. Ability to work with diverse communities.

EDUCATION AND EXPERIENCE

Bachelor's degree from a regionally accredited institution. The cumulative GPA must be 3.0 or higher (4.0 scale). Combination of education and practical experience related to the position is preferred.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.