



GRADUATE ASSISTANT JOB DESCRIPTION

Job Title: Graduate Assistant
Department: Graduate School & Center for Research
Reports To: Dean, Graduate School & Research
Shift/Hours: 20 hours per week
Date Prepared: December 18, 2018

SUMMARY

The Graduate School & Center for Research graduate administrative assistant provides clerical, research and administrative support to the Graduate School & Center for Research. Reports directly to the Dean, Dr. Deborah Dunn. Responsibilities include but are not limited to office reception, assisting with Graduate student orientation and professional development workshops, the Annual Symposium for Research, Scholarship and Creativity, special GS and CFR projects and events,

The Graduate Assistant (GA) must achieve regular admission to a Graduate degree program at Madonna University. A schedule will be mutually arranged between the GAA and the Dean of the Graduate School/Center for Research 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. Assist with greeting faculty, students, and walk-ins and addressing issues and questions.
3. Manage Graduate School e-mail, and handling of and distribution of mail.
4. Assist with creation and dissemination of GS/CFR communications and outreach materials.
5. Assist with planning, coordinating and staffing Graduate School and Center for research events.
6. Assist with coordination of department, Graduate School and Center for Research related meetings.
7. Assist with research and report writing on GS/CFR key performance indicators.
8. Promote the Graduate School, Center for Research and Madonna University positively to internal and external constituencies.
9. Other duties as assigned by the Dean.

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 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.