

GRADUATE ASSISTANT JOB DESCRIPTION

INTRODUCTION

Goal of Graduate Assistant

The goal of Graduate Assistant is to help the Chair of the Graduate College of Education and his/her Administrative Secretary effectively administer the affairs of the Graduate College of Education. When their work is well done, it will also help professors handle the administrative (non-teaching aspects) aspects of their work, including recruitment tasks.

The Graduate College of Education graduate assistant is primarily responsible for the overall implementation of the admission process of graduate students, maintenance of current students' files and folders, including data entry. Primarily, you will assist Dr. Otto, faculty and other staff members with a wide variety of clerical, administrative and academic tasks. Graduate assistants are accountable for understanding the weekly workload expectations during the entire period of their appointments. This includes work assigned and the time frame within which the work must be completed, essential duties and responsibilities, work conditions, etc. This position encompasses the clerical and hospitality workloads while providing assistance to the professors and the recruitment office (Tim Woods). The "pecking" order that will help to prioritize your workload is: Dr. Boyd, Dr. Otto, Professors, Sheryl Wallis, and then Tim Woods.

Expectations of Graduate Assistant

1. Graduate Assistant must therefore exhibit a sense of initiative, responsibility and responsiveness to situations as they arise in the carrying out of their duties.
2. They must seek to understand the overall goals and expectations of the department and thus be proactive and creative instead of waiting all the time for detailed instructions on every task.
3. Graduate Assistant should see themselves as important players in the overall administration of the Graduate College of Education, and must seek to exhibit the highest level of professionalism in their work.
4. This job also requires the strictest confidentiality in handling personal information about students that come to grad assistants in the ordinary execution of their duties and responsibilities.
5. The graduate assistant must be a responsible, mature, and conscientious individual who possesses diplomacy and tact and is able to work independently yet, as a team player. He or she must maintain a high level of confidentiality and flexibility in all work-related aspects.

Guidelines for Graduate Assistant

1. A student employee is expected to abide by all university rules, regulations, policies and the terms of employment.
2. Be prompt to work. You are expected to report for work at the time scheduled. If an emergency arises and you must be late, please call your immediate supervisor. Do not give the message to another student or staff member. Abused tardiness and excessive absences will be a cause for dismissal.
3. The university dress code is in effect at all times unless the job requires the dress to be otherwise. The College of Education does require business attire.

Business Casual may suggest

Blouses and sweaters
Skirts (no jean)
Hosiery

Business Casual does not include

Jeans
Sandals/tennis or athletic shoe
Shear blouses
Shorts of any kind
Sweats
Shirts or over leggings
Hats, caps or other headgear

4. A lunch period without pay is made available for the student when the work shift extends to more than four hours.
5. If you work for four hours at a time you are entitled to a 15-minute break after every two hours of work. However, if you are only working two hours at a time, you are not entitled to a break. Let your supervisor know when you are going on break.
6. Only necessary phone calls should be made. Limit these to no more than three minutes.
7. Unless it is determined to be unavoidable by your supervisor, there should be no meals eaten while at your workstation.
8. No studying or homework while at work.
9. Graduate Assistants are not to leave the office during scheduled working time to take care of business unless cleared by the immediate supervisor and should not have outside students visiting while working.

General Job Description for Graduate Assistant

1. Process admission records on newly admitted students
2. Maintain student files
 - Updating existing electronic student records
 - Managing records in student folders manually
 - General maintenance of file cabinet
 - Update folders in file cabinet
3. General clerical and other support services
4. Help process student documents for graduation
5. Assist with projects that are of research nature within the Graduate College of Education
6. Clean offices, break room areas, Graduate College of Education - vacuuming on Fridays
7. Performing standard end of workday procedures
8. Assist in preparation and execution of all scholastic events (i.e. modulars)
9. Assist with reception desk duties

Reports to: Administrative Assistant

Position requirements: Master students – enrolled in at least 9 hours of graduate courses
Doctoral students—enrolled in at least 6 hours of graduate courses