Academic and Student Affairs Graduate Assistant

**Department:** Office of the Provost

**G.A. Position:** Academic and Student Affairs Graduate Assistant

**Supervisor:** Mary Hennessey

### Job Description - Present a one paragraph description of the purpose for this position.

The graduate assistant in Academic and Student Affairs will work under the supervision of the Assistant to the Provost. The GA will be responsible for assisting the office with web projects, research, Academic Honors and Student Leadership Convocation, and a wide variety of projects within the office.

### Job Functions/Responsibilities - List the duties this graduate assistant will be expected to perform.

There is a very wide range of duties; the following are examples:

1. Under direction, develop content for necessary websites and portal (e.g., a site to explain the integrated degree with information about general education and U-wide outcomes)
2. Under direction, implement facets of new faculty development program (e.g., bi-weekly email blasts)
3. Develop research reports, analyses and summaries that will help us assess office/division functions to ensure optimal use of University funds (e.g., assessment of the use of public funds).
4. Develop text for websites, brochures, handbooks, and other outward-facing projects (e.g., writing projects about faculty research and Office of the Provost activities)
5. Help develop video and Just In Time training for faculty (e.g., assist with development of PowerPoint voiceovers and other training modules for faculty)
6. Assist with implementation of strategic plan (e.g., helping to develop video stories for the newcomer website)
7. Serve on short-term college project teams as requested
8. Assist with Fall and Spring Convocation

The position will provide administrative support for projects as requested by the Office of the Provost. The graduate assistant may interact with departments, deans offices, other units of the university (primarily the President's Office, Human Resources, and sub-divisions of Academic and Student Affairs), faculty, other students, or external sites.

### Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.

- Organizational skills
- Proficient in word processing (MS Word, Excel, Outlook, PowerPoint, etc.), online computer systems, spreadsheets, social media and database management
- Critical thinking and problem-solving skills
- Strong oral and written communication skills
- Ability to take initiative and work well with minimum supervision
- Dependability
### Academic and Student Affairs Graduate Assistant

- Ability to exercise professional judgment
- Ability to actively contribute to the advancement of the Office of the Provost

### Graduate Student Outcomes - List the skills/abilities the graduate assistant can expect to learn in this position.

- Enhancement of research and writing skills
- Opportunity to develop and improve: computer technology skills, data collection management, public speaking and public relations
- Opportunity to learn office functions and protocols
- Opportunity to participate in the strategic vision and direction of the University

### Appropriate SRU Graduate Majors – List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.

Graduate students in any field may apply but must meet the minimum qualifications of fluency with social media, Microsoft Office proficiency, excellent organizational skills, and strong oral and written communication skills.

### Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule.

- The graduate assistant will work set hours in the office determined after review of the student’s class schedule, carry at least nine (9) credits and maintain a 3.0 GPA.
- The graduate assistant will maintain confidentiality and display professional manner.
- The graduate assistant will adhere to all University policies and procedures as outlined in the code of conduct and University catalog.
- The graduate assistant will be prompt, reliable and timely in executing duties.

### Supervisor's address:

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