<table>
<thead>
<tr>
<th><strong>Department:</strong></th>
<th>Hospitality, Event Management, and Tourism (HEMT)</th>
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<tbody>
<tr>
<td><strong>G.A. Position:</strong></td>
<td>Hospitality and Tourism Management Graduate Assistant</td>
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<tr>
<td><strong>Supervisor:</strong></td>
<td>Dr. James Dombrosky</td>
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**Job Description – Present a one paragraph description of the purpose for this position.**

The graduate assistant will assist the Hospitality, Event Management, and Tourism Department with administration of the Masters of Hospitality and Tourism Management (MSHTM) program.

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

- Assist with recruitment and retention of students for the MSHTM program
- Provide assistance for students inquiring about the MSHTM program
- Research comparable programs including enrollment data and trends
- Assist faculty in maintaining up to date resources for graduate courses
- Work along with graduate coordinator at recruitment functions for MSHTM program
- Assist MSHTM Program Coordinator with administrative tasks and other duties as assigned

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

- Excellent written and interpersonal communication skills
- Demonstrates initiative and creativity with work assignments
- Effective organizational, leadership, and critical thinking skills
- Ability to work independently and as a team
- Excellent computer skills, especially Microsoft Word, Excel, and Powerpoint
- Desire to provide exceptional internal and external customer service
**Graduate Student Outcomes** – List the skills/abilities the graduate assistant can expect to learn in this position.

- Further develop communication and organizational skills
- Develop critical thinking and problem solving skills
- Improve research and analytical skills
- Gain an understanding of internal and external marketing

**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.

- Hospitality, Event Management, and Tourism
- Business Administration
- Marketing
- Communications

**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 an average of 8.75 hours per week
- The graduate assistant will be flexible, professional, and committed to learning the different aspects of recruiting, retention, and administration of the MSHTM program

**Supervisor’s address:**

004 Eisenberg Classroom Building
SLIPPERY ROCK, Pennsylvania 16057
United States

**Phone Number:**

(724) 738–4915

**Email:**

james.dombrosky@sru.edu