



GRADUATE ASSISTANT POSITION DESCRIPTION

Job Title: Graduate Assistant
Department: Center for Academic Writing
Reports To: Writing Center Coordinator & Neal Haldane
Shift/Hours: 20 hours per week
Date Prepared: 03/28/2022

SUMMARY

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to **Writing Center Coordinator**. 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 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. Work 20 hours per week.
3. Tutor undergraduate and graduate students in writing.
4. Participate in professional development and mentoring.
5. Take a leadership role in presenting at professional development meetings and, if possible, attend a Writing Center conference each academic year.
6. Act as a liaison between the Writing Center and various departments around campus to support cross-disciplinary writing.
7. Collaborate with faculty and Writing Center administration to develop and facilitate workshops, study events, and other student success initiatives.
8. Provide administrative support to the Coordinator and Specialists.

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.
- 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.
- Excellent interpersonal, oral and written communication skills. Strong writing skills essential.
- Experience working with technology including video conferencing.

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. Expertise in one or more of the following fields is preferred: writing, English, communication, nursing, social work, business, TESOL, and/or education.

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.