



GRADUATE ASSISTANT POSITION DESCRIPTION

Job Title: Graduate Assistant
Department: Social Work & Sociology Department
Reports To: Chair of the Department (TBD)
Shift/Hours: 20 hours per week
Date Prepared: 4/1/2022

SUMMARY

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to **Chair of Social Work & Sociology Department**. 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. Handle communication with prospective and students, University officials, field agencies, and faculty
3. Disseminate marketing materials for all programs in the Department
4. Assists in recruiting of students through emails, phone, and in-person activities and events.
5. Assists Field Director at with field orientation, agency outreach, and placement lists.
6. Makes corrections/additions to Madonna's websites (SW, AS, SOC)
7. Assists in scheduling and planning of Dept. events
8. Drafts requisitions for purchases, mileage reimbursements; conferences, etc.
9. Proofs material the Department Chair, Sociology Director, BSW Director and MSW Director
10. such as accreditation documents, promotional materials, and internal institutional request

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.