



## GRADUATE ASSISTANT POSITION DESCRIPTION

**Job Title:** Graduate Assistant  
**Department:** University Advancement  
**Reports To:** Katie Alexander, CMP  
**Shift/Hours:** 20 hours per week  
**Date Prepared:** April 12, 2021

### SUMMARY

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to **Katie Alexander**. 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 may register for additional credits up to a maximum of 24 semester hours per academic year. 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. Provides limited planning and executing assistance with development, presidential, and ceremonial university-wide events as determined by the Director of Special Events.
3. Provides event phone coverage to collect and track RSVP's and direction on registration and sponsorship fees and payments (check and credit card information).
4. Assists with on-site event setup and breakdown and manages guest registration by providing a high-level of customer service to all guests, including high-profile attendees.
5. Prepares printed items for events including name tags, place cards, menu cards, chair cards, registration materials, and directional signage.
6. Manages event tracking for guest attendance including daily input of guest information, creating and managing multiple guest lists, and production of specific event reports (briefing, seating, dietary, limited mobility); also includes working in database to input event attendance.
7. Manages and improves the donor recognition processes at all levels, ensuring that they are properly recorded and acknowledged in a timely and appropriate fashion.
8. Develops and designs strategies and activities to effectively recognize and engage donors with the university that foster lasting relationships and promote positive attitudes towards giving to the university among current and prospective donors.
9. Other duties as assigned.

### 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.