



## GRADUATE ASSISTANT JOB DESCRIPTION

**Job Title:** Graduate Assistant  
**Department:** Marketing  
**Reports To:** Jennifer Kennedy  
**Shift/Hours:** 20 hours per week  
**Date Prepared:** 11-28-18

### SUMMARY

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to **Jennifer Kennedy, Director of Marketing**. 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. **Job Duties may or may not include:**
  - Write for brochures, website, fliers, social media.
  - Assist Director with project management.
  - Attend meetings to coordinate people, projects and tasks.
  - Coordinate work with graphic designer, digital marketing officer, photographer, videographer, etc.
  - May research advertising rates and make suggestions according to target audience.
  - Social media research for best practices and make recommendations for appropriate audiences.
  - Research and recommend a photo content management system (and possibly help fulfill).
  - Other duties as assigned.
3. **Job Qualifications:**
  - Quality writing skills: writing succinctly for marketing and communication purposes
  - Ability to coordinate work, manage projects and report updates on progress
  - Ability to work independently as well as on a team
  - Ability to communicate verbally and in writing
  - Ability to organize, plan and implement projects, timelines, and meet deadlines.

### 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.

**Please submit resume to [jkennedy@madonna.edu](mailto:jkennedy@madonna.edu)**

### 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.