



GRADUATE ASSISTANT JOB DESCRIPTION

Job Title: Graduate Assistant
Department: The Office of Student Affairs and Mission Integration
Reports To: Vice President of Student Affairs and Mission Integration
Shift/Hours: 20 hours per week
Date Prepared: January 25, 2019

SUMMARY

The Student Affairs GA assists the Student Affairs Central Staff with programming, reporting, editing routine and special publications, and completing day-to-day operations. Responsibilities also include, creating and developing content for social media, email, and print materials and assessing the effectiveness of communications and publications to students.

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to staff within the Office of Student Affairs and Mission Integration. 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. Be a self-starter with strong critical thinking and reasoning skills
2. Participate and provide progress reports, time logs, and a description of tasks in weekly meetings with the Student Affairs Central Staff.
3. Assist with all aspects of programming
4. Possess intermediate to advanced computer skills (Word, Excel, Qualtrics, etc.) and good disposition to learn new software
5. Create and distribute the following routine publications, with approval by supervisor:
 - a. Weekly: Madonna Messenger
 - b. Bi-weekly: Student Affairs Newsletter
 - c. As needed: Social Media and flyers
6. Have knowledge of branding guidelines as specified by Madonna University
7. Maintain on-going communication with assigned supervisors to ensure appropriate and timely action is taken should any issues arise.
8. Complete 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.