

GRADUATE ASSISTANT

POSITION: *Academic Technology Support GA*

SUPERVISING DEPARTMENT: Division of Education and Leadership

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University.
- Strong written and verbal communication skills
- Ability to work independently with little supervision; conscientious and reliable, with an aptitude for creative problem solving; and an attitude of mutual respect and collegiality
- Capable of using (and supporting the use of) technological tools.

PREFERRED QUALIFICATIONS:

1. Acceptance into MSED Information Technology program
2. Able to work independently and as part of a team.
3. Capable of coordinating efforts and collaborating with team members.
4. Conscientious, patient, and reliable.
5. Experience in using a variety of technology tools and online resources.
6. Ability to set priorities and manage multiple activities.
7. Able to produce detailed work with high degree of accuracy.

*** Acceptance into a WOU full -time, approved graduate student program is a condition of employment. The following documents are required prior to hire: Unofficial copy of currently enrolled WOU courses and Copy of the completed GTA Approval Request form.*

Re-appointment must be determined upon continuous enrollment in the graduate program, performance evaluation, as well as student academic standing.

DUTIES AND RESPONSIBILITIES:

Under the direction of the Division of Education and Leadership Chair, provides support with technology as needed:

- Works with faculty to collect and submit content to social media manager
- Manages Moodle courses with division documents
- Assists faculty with academic technology
- Serves as a TA or helps prep content and labs in ED 421 *Technology in Education* classes



- Provides tech support to students in a variety of programs in the Division of Education & Leadership, under the guidance of faculty and cohort leaders
- Other duties assigned by the Division Chair based on needs.

HOURS:

The Graduate Assistant is required to work 19.6 hours per week (.49 FTE).

- Schedule will be negotiated each term with the Division Chair.
- Some flexibility may be required.
- Shifts may be adjusted in response to periodic need.