

# GRADUATE ASSISTANT

**POSITION:** Educational 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. K12 Teaching license
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.
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 academic support as needed:

- Serves as a TA in pre-ed courses, as appropriate to content knowledge
- Works on curriculum and accreditation tasks and research assignments with faculty
- Collaborates with faculty and students in a variety of programs in the Division of Education and Leadership, promoting K-12 educational standards, curriculum, and classroom based research experiences



- 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.