

GRADUATE ASSISTANT

POSITION: GRADUATE SUPPORT SPECIALIST
SUPERVISING DEPARTMENT: BEHAVIORAL SCIENCES

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
- Strong organizational skills
- Ability to work independently with little supervision; be conscientious and reliable, maintain confidentiality, with an aptitude for creative problem solving; and obtain an attitude of mutual respect and collegiality
- Capable of using (and supporting the use of) technological tools.

PREFERRED QUALIFICATIONS:

- 1) Able to work independently and effectively interact with students, faculty, staff, and community members.
- 2) Capable of coordinating efforts and collaborate with team members.
- 3) Conscientious, patient, and reliable.
- 4) Experience in customer service.
- 5) Ability to set priorities and manage multiple activities.
- 6) 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 Behavioral Sciences Division Chair, and with support from the Department Heads and APA, the Graduate Support Specialist assists and supports various student success initiatives.

- Assist with development and implementation of Undergraduate Peer Advising office including coordination and scheduling of undergraduate peer advisors, tracking advisor training, and assisting with peer advisor outreach programming.
- Assist with updates to advising materials, brochures, and webpages to reflect annual curricular changes and upcoming changes associated with upper division requirements, BA/BS degree tracks, GEN ED, etc.
- Assist with sponsored programming events such as Careers in Aging Week, and the Year End Awards Ceremony.
- Work with the Student Success and Advising office, and Writing Center to coordinate psychology and gerontology tutoring and writing assistance.
- Assist the Behavioral Sciences Research Coordinator with administration of SONA system management of research projects including communicating with students in courses, and monitoring course enrollment need and demand for research participation across the year.
- Assist with Alumni Network Development for Gerontology and Psychological Sciences Departments including alumni outreach, alumni assessments, and data analysis.
- Assist Department Heads with development of Advisory Boards including event coordination, communication with advisor board members
- Other duties assigned by the Behavioral Sciences Division chair based on needs.
- Training provided for all tasks.

HOURS:

Typically the Graduate Assistant is expected to work the following hours

- Monday thru Friday, with a requirement of 19.6 hours per week (.49 FTE). Shifts may be adjusted in response to periodic need.