

# GRADUATE ASSISTANT

**POSITION:** CRIMINAL JUSTICE GRADUATE TEACHING ASSISTANT  
**SUPERVISING DEPARTMENT:** CRIMINAL JUSTICE

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited institution
- Strong written and verbal communication skills
- Ability to work independently with little supervision
- Ability to set priorities and manage multiple activities
- Ability to foresee and solve problems while maintaining a collegial attitude
- Ability to coordinate research activities and collaborate with team members
- Ability to use Microsoft Word and Excel programs

Acceptance to the Master of Arts in Criminal Justice Program (MACJ) as a full-time student 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 Criminal Justice Graduate Program Coordinator, the Criminal Justice GTA will provide support to Criminal Justice faculty and staff by performing the following duties:

- Assist faculty with research projects by collecting, analyzing, and cataloging data.
- Assist faculty with course administrative duties including monitoring student progress, student engagement, and weekly contacts.
- Perform other administrative and research activities as needed.

## **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.