

GRADUATE ASSISTANT

POSITION: GRADUATE SUPPORT SPECIALIST
SUPERVISING DEPARTMENT: Organizational 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
- 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 Organizational Leadership Program Coordinator, and with support from the Organizational Leadership Program Assistant, the Graduate Support Specialist assists and supports various student success initiatives.

- Assist with the development and revision of onboarding materials.
- Assist with the development and distribution of OL faculty newsletter.
- Assist with updates to advising materials, brochures, and webpages to reflect curricular changes.
- Assist with the development and management of OL program social media.
- Assist with Alumni Network Development including alumni outreach, alumni mentor program, alumni assessments, and data analysis.
- Assist with development of Advisory Board including event coordination, communication with advisor board members.
- Other duties assigned by the Organizational Leadership 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.