

# GRADUATE ASSISTANT

**POSITION:** Project Coordinator for

Communication Studies Internship Program

**SUPERVISING DEPARTMENT:** College of Liberal Arts and Sciences  
(Communication Division)

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University
- Outstanding written and verbal communication skills, including strong copy-editing/proofreading skills and excellent grammar
- Strong interpersonal and professional communication skills
- Access to personal computer for working remotely
- Able to work independently with little supervision
- Conscientious and reliable, with an aptitude for creative problem solving
- Strong analytical skills; ability to collate, analyze interpret data, and to prepare data-based reports and presentations
- Facility with technological tools such as Excel, Word, basic desktop publishing, and social media platforms

## **PREFERRED QUALIFICATIONS:**

- 1) Ability to balance multiple activities and set priorities
- 2) Ability 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 will be determined upon continuous enrollment in the graduate program, performance evaluation, and academic standing.

**DUTIES AND RESPONSIBILITIES:**

Under the direction of the Department Chair of the Communications Studies department, the Graduate Assistant will assist the department with coordinating internship opportunities and curriculum, engaging in community outreach, and providing PR communication so students are aware of and knowledgeable about the internship program opportunities.

Activities and responsibilities will include:

- Procuring and analyzing data regarding enrollment, student success, accessibility, and other issues at the Supervisor's request
- Conduct research projects at the Supervisor's request
- Monitoring, soliciting, and updating internship materials, including soliciting local businesses for internship opportunities for WOU Communication Studies students
- Collecting information and data regularly from students, faculty and alumni
- Building capacity for engaging in alumni outreach
- Other duties as assigned and appropriate in service to the LAS

**HOURS:**

Typically the Graduate Assistant is expected to work the following hours:

- Monday thru Friday, to be arranged according to the Graduate Assistant's class and study schedule, with a total requirement of 19.6 hours per week (.49 FTE). Shifts may be adjusted in response to periodic need. Office location and hours will be determined.