

# GRADUATE ASSISTANT

**POSITION:** *Academic Technology 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. Able to work independently and as part of a team.
2. Capable of coordinating efforts and collaborating with team members.
3. Conscientious, patient, and reliable.
4. Experience in using a variety of technology tools and online resources.
5. Ability to set priorities and manage multiple activities.
6. Able to produce detailed work with a high degree of accuracy.

*\*\* Acceptance into a WOU full-time, approved graduate student program is a condition of employment.*

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 support with technology as needed:

- Works with faculty to collect and submit content to social media manager
- Manages Moodle courses with division documents
- Assists faculty with academic technology
- Provides tech support to students in a variety of programs in the Division of Education & Leadership, under the guidance of faculty and cohort leaders
- Other duties assigned by the Division Chair based on needs.



**HOURS:**

The Graduate Assistant is required to work 10-19.6 hours per week (.25-.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 needs.