

GRADUATE ASSISTANT

POSITION: Research Assistant #2

SUPERVISING DEPARTMENT: Deaf Studies & Professional Studies, Division

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; be conscientious and reliable, with an aptitude for creative problem solving; and an attitude of mutual respect and collegiality
- Capable of using technological tools such as Excel and basic desktop publishing.

PREFERRED QUALIFICATIONS:

- 1) Ability to communicate using signed language for cursory and assignment-specific needs.
- 2) Able to work independently and as part of a team.
- 3) Capable of coordinating efforts and collaborating with team members.
- 4) Conscientious, patient, and reliable.
- 5) Excellent interpersonal skills in support of advising and coordinating activities.
- 6) Experience in customer service.
- 7) Ability to set priorities and manage multiple activities.
- 8) 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 Chair of the Division of Deaf Studies & Professional Studies and appropriate faculty, this Graduate Assistant will support research of the division including, but not limited to:

- Build and maintain a database for DSPS program graduates
- Create, distribute, and catalog data regarding graduates including feedback, career paths, locations, etc.



- Assist with the implementation of the division's marketing & recruitment plans including researching places to advertise, collecting data from graduates and current students and synthesizing it into testimonials, and researching competitor programs to determine unique offerings at WOU in these programs.
- As needed, research current literature relevant to course offerings, write literature reviews, and present to faculty developing or revising content.
- Assist with data gathering and research projects associated with the division via collaboration with faculty, coordinators, and chair.
- Other duties as assigned and appropriate to service of the DSPS division.

HOURS:

Typically the Graduate Assistant is expected to work the following hours

- Monday through Friday, with a requirement of 10-19.6 hours per week (.25-.49 FTE). Shifts may be adjusted in response to periodic needs. Office space in the Richard Woodcock Education Center will be provided.