

# GRADUATE ASSISTANT

**POSITION:** General Education Communications and Support  
**SUPERVISING DEPARTMENT:** General Education (Academic Affairs)

## 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
- Strong interpersonal skills
- Access to a personal computer for working remotely
- Able to work independently with little supervision
- Conscientious and reliable, with an aptitude for creative problem-solving
- Facility with email, word processing, spreadsheet, and presentation software (such as, but not limited to, Microsoft Office Suite, Apple Suite, or Google Suite products)
- Facility with, or interest and aptitude to learn, website editing platforms and design software (such as, but not limited to, WordPress or Adobe Creative Suite)
- Demonstrated interest in educational or organizational theory/practice (such as theories of learning, curriculum development/assessment, or organizational leadership theories)

## PREFERRED QUALIFICATIONS:

- Experience with 2D layout and design principles
- Experience with content creation and video editing
- Experience with website design and editing
- Experience with descriptive data analysis and presentation
- Experience with a learning management system (such as, but not limited to, Canvas, Blackboard, or D2L)
- Experience with teaching, curriculum development and planning, and/or leadership in an educational setting
- Passion for liberal arts educational principles

*\*\* Acceptance into a WOU full-time, approved graduate student program (including online programs) is a condition of employment. The following documents are required before hire: An unofficial copy of currently enrolled WOU courses and a 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:**

Student will be required to collaborate with Marketing and Communication to ensure fidelity and consistency of communications. Additionally, the Graduate Assistant may be asked to consult with the General Education Director on professional development for instructors, development of generic course materials for instructor use, and curricular review processes.

Activities and responsibilities will include:

- Assisting the Director in maintaining and updating the General education website regularly
- Assisting the Director in preparing General Education newsletters and other communications for dissemination
- Developing and posting promotional and informational videos regarding General Education and the First Year Seminars under the guidance of the Director
- Gathering, organizing, and presenting data on trends in General Education both within and beyond WOU to the General Education Director and General Education Committee under the guidance of the Director
- Collaborating with the Director of the Center for Teaching and Learning to support the development of course shells related to General Education.
- Collecting information and input regularly from students, faculty, and staff regarding items of interest or concern regarding General Education under the guidance of the Director
- Interfacing regularly with Marketing and Communications to ensure institutional consistency
- Other duties as assigned and appropriate in service to the General Education Office

**HOURS:**

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

- Monday through 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 needs. Office location and hours will be determined; remote work is a possibility.