

GRADUATE ASSISTANT

POSITION: Graduate Student Success Assistant

SUPERVISING DEPARTMENT: Graduate Programs

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 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
- Strong analytical skills: ability to collate, analyze interpret data, and prepare data-based reports and presentations.
- Facility with technological tools such as Excel, Word, WordPress, and basic desktop publishing

PREFERRED QUALIFICATIONS:

- Experience with visual/layout design, especially online
- Ability to balance multiple activities and set priorities
- Experience in event planning/creation of large-scale events
- Ability 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 will be determined upon continuous enrollment in the graduate program, performance evaluation, and academic standing.

DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Graduate Student Success and Recruitment, the Graduate Assistant will assist the Director with data gathering and analysis, website management, and social media updates. The Graduate Assistant will also work directly with the Director to plan and implement workshops both virtually and in person for new and continuing graduate students.



Any student engaged in Social Media at WOU must attend an orientation with our Social Media representative from the Marketing and Communications Team to ensure consistency.

Activities and responsibilities will include:

- Exploring new innovative ways of providing New Student Orientation
- Develop personal connections with graduate students through events and workshops
- Assistant in the planning and execution of events held by Graduate Programs
- Procuring and analyzing data regarding enrollment & student success
- Monitoring, soliciting, and updating Graduate Programs-related content on social media platforms and web pages
- Collecting information and data regularly from students, faculty, and alumni
- Other duties as assigned and appropriate in service to the GSR 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 10-19.6 hours per week (.25-.49 FTE). Shifts may be adjusted in response to periodic needs. Office location and hours will be determined.