

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 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, and basic desktop publishing

PREFERRED QUALIFICATIONS:

- 1) Ability to balance multiple activities and set priorities
- 2) 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 Division Chair of the Communications Studies department, the Graduate Assistant will assist the department with coordinating with curriculum, engaging in community outreach, and providing PR for students to be aware and knowledgeable of the program.

Activities and responsibilities will include:

- Procuring and analyzing data regarding enrollment, student success, and other issues at the Supervisor's request
- Conduct research projects at the Supervisor's request
- Monitoring, soliciting, and updating internship materials
- 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 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.