

GRADUATE ASSISTANT

POSITION: Operations GA

SUPERVISING DEPARTMENT: The Research Institute

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.
- Ability to maintain confidential and/or sensitive information.
- Capable of using (and supporting the use of) technological tools.

PREFERRED QUALIFICATIONS:

1. Fully admitted graduate student in the M.A. Organizational Leadership program.
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. Experience in using a variety of technology tools.
6. Ability to set priorities and manage multiple activities.
7. Able to produce detailed work with a high degree of accuracy.
8. Bilingual (Spanish)

*** 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 Deputy Director of Operations, provides operational and administrative support to TRI and the TRI Director Team such as:

1. Take detailed minutes of meetings as assigned (eg. TRI Directors & TRI Leadership Meetings) and follow up with assigned administrative tasks.
2. Assist in tracking of grant deliverables and correspondence with funders.
3. Work to streamline operational projects and activities.



4. Provide administrative support to Directors including scheduling of meetings and events, forms completion, order support, etc.
5. Research project management tools, and other project software to assist the department with producing quality work.
6. Work with TRI Director on planning, creating and disseminating TRI communications.
7. Participate in leadership development activities as appropriate.
8. Additional operational/administrative tasks as assigned

HOURS:

The Graduate Assistant is required to work 19 hours per week (.49 FTE).

- Schedule will be negotiated each term with Deputy Director of Operations.
- Some flexibility may be required.

