

Graduate School office

Graduate Assistantship: Start Date May 15, 2017

Qualifications: Applicants for this graduate assistantship should possess strong interpersonal, organizational, and communication skills (both oral and written). Experience working in an office environment or providing administrative support is desirable. Candidates must be computer proficient (Microsoft Office and Google apps), enthusiastic, outgoing and willing to learn and take on multiple tasks. Confidentiality, as well as a strong attention to detail, is extremely important in this position. Applicants must meet all eligibility requirements as outlined in the Graduate Assistant Guidelines.

<http://uca.edu/graduateschool/assistantships-student-info/>

The position requires twenty (20) hours of work per week between the hours of 8:00 a.m. and 4:30 p.m. on weekdays. Twice a year, our graduate assistants (GA) will assist at Saturday commencement exercises. **This assistantship includes a stipend as well as a tuition scholarship for nine graduate credit hours per term.**

Duties and Responsibilities:

GAs are largely involved in supporting the Graduate Dean and Graduate School staff with their various responsibilities, which may include:

- Benchmarking various topics and preparing a summary of findings
- Providing support for the Administrative Specialist in the front office - processing mail, answer phones, etc.
- Assisting Admission Specialists with the preparation of written correspondence to students
- Assisting the Graduation Coordinator with processing graduation applications, correspondence related to commencement, etc.
- Assisting students with the final format review and managing submission of theses and dissertations
- Assisting the Program Coordinator with various correspondence and data entry
- Assisting with the management of recruitment activities

To apply, please attach the following to an e-mail message addressed to ucagradschool@uca.edu with “Graduate School GA applicant” in the subject line:

- Completed Graduate Assistant Application form found at <http://uca.edu/graduateschool/assistantships-student-info/>
- Cover Letter
- Résumé
 - Include contact information for 2 - 3 references