

Position Announcement

Graduate Assistantship in the Division of Educational Leadership and Policy Studies

The ELPS Division is soliciting applications for Graduate Assistants (GA). There are two 0.4 FTE positions for the academic year (mid-August to mid-May) which require 16 hours of work per week. This allocation may be divided to permit several GA appointments at 0.2 FTE. In some cases, the positions are renewed for a second year. During the term of employment, the GA must be a full-time graduate student (i.e., registered for at least 9 semester hours) in either Educational Leadership (EL) or Higher Education and Student Affairs Leadership (HESAL).

Position Description and Qualifications

The major GA responsibilities include such tasks as the following:

- Assisting faculty research by conducting literature searches and summarizing findings
- Producing newsletters and promotional materials
- Assisting student recruitment efforts
- Organizing special events (e.g., presentations and meetings)
- Collating and summarizing program data using spreadsheets, data bases, etc.
- Being available to staff the Division office on occasion
- Working with faculty and Alumni Affairs in facilitating communications with alumni, emeritus faculty and prospective students

The successful applicant must:

- Be familiar with library resources and be able to conduct data-based searches
- Have the ability to analyze and summarize research literature and program data
- Be well organized and have good time management skills
- Be able to work collaboratively with faculty, staff and peers
- Be able to pursue tasks with initiative and minimal direct supervision

In addition, it is desirable that applicants have desktop publishing or web page experience or be willing to learn software to prepare newsletters, web page, and other publications.

Application Procedure

Interested EL and HESAL students should submit the following to the ELPS Division office, McKee 418.

- Letter of interest, specifying relevant experience and background, which addresses the above skills, experience, and responsibilities
- Current resume
- Names and telephone numbers of two references

The ELPS faculty will review application materials and make a final decision. If you have questions about these positions, please contact any of the Division faculty.