

Graduate Assistant

School of Business

This position is 10hrs/week and yields a 3-credit tuition waiver and \$1250 stipend/semester. A successful applicant for this position will be a self-starter who is able to work on assigned projects with little oversight. Technical proficiency is preferred, but the ability to learn new processes and/or technologies easily and being open to new ideas is critical. Additional skill sets that we look for include excellent written and verbal communication, conscientious attention to detail, and adherence to deadlines.

Duties generally include:

1. Instructor Support

- Assist faculty with providing tutoring services to students
- Assist faculty with grading assignments
- Assist faculty with developing teaching materials

2. Research & Administrative Support

- Provide online research for School of Business faculty/staff
- Assist faculty with literature review
- Work in conjunction with faculty on research papers
- Provide administrative assistance as needed

3. Additional Assignments

- Provide advising assistance to undergraduate business students
- Assist with MBA program promotion
- Assist with undergraduate and graduate open house when needed
- Provide tours of the School of Business to prospective students