



Indiana University of Pennsylvania

STUDENT AFFAIRS IN HIGHER EDUCATION

Graduate Assistant for Administration & Programming

Overview: The Graduate Assistant for Administration and Programming will work 20 hours per week (Monday-Friday) during the academic year. The 20 hours will be divided between SAHE departmental activities and faculty support. Weekend work may be required for Visitation and Orientation programs.

Compensation: A full in-state tuition waiver, including the summer (between the two years), \$5,440 academic year stipend; summer employment will depend on the department budget and will be paid at the Graduate Work Study wage.

Responsibilities: The graduate assistant will assist with administration, programming, and faculty support. Duties will include items from the following list, with priorities established by the department chair and the faculty supervisor.

- Create, update and distribute SAHE faculty/student and GA Supervisor contact lists each semester.
- Make schedule of SAHE GA hours and post on the office door each semester; distribute electronic copy to faculty and department secretary.
- Keep the answering machine up to date. Change message during breaks, etc.
- Create/revise the SAHE GA Compensation Report.
- In cooperation with other SAHE GA's plan and facilitate Fall Practicum/Recruitment Fair & Visitation Weekend. Lead for Practicum Fair.
- Plan and order catering for SAHE events in conjunction with the department chair.
- Maintain the SAHE student listserv and the SAHE alumni listserv.
- Schedule events and reserve rooms, as requested.
- Update and edit the practicum supervisor spreadsheet and Alumni/Supervisor database. Each fall, add Spring, Summer and Fall Practicum Supervisors.
- Maintain and periodically update departmental bulletin boards each semester.
- Assist with budget purchases and decisions.
- Collect and prepare data for department chair as needed.
- Collect placement information from graduating class. Create spreadsheet, add future contact information to Supervisor/Alumni Database and add email addresses to alumni listserv.
- Serve as SAHE office liaison to Associates for Student Development (assisting with Banquet, etc.).
- Assist in the planning and implementation of Orientation.
- Maintain the SAHE storage closets, except Admissions materials.
- Develop/draft letters for chair (i.e. Donors, etc.).
- Create and revise the SAHE Calendar.
- Work with the other GAs and faculty to accomplish department goals.
- Other duties as assigned.

Faculty Support

- Assist department faculty with research efforts, including library searches, data collection and entry.
- Assist faculty with their course syllabi and material preparation for classes and other projects.
- Assist faculty to maintain their personal libraries.
- Complete all other duties as requested.

*These duties may be changed in order to accommodate and use the expertise and experiences of GAs.