Graduate Service Assistant
10.5-months
(July 1, 2019-May 15, 2020)

Position Title:
Graduate Service Assistant, Graduate Professional Skills Academy Coordinator

Department:
NDSU Graduate School

Position Description:
The Graduate Service Assistant is a graduate student position within the NDSU Graduate School. This student will serve as the Coordinator for the Graduate Professional Skills Academy (https://www.ndsu.edu/gradschool/professional_skills_academy).

Duties and Responsibilities:

• Manage the GPS Academy through the myNdsu system
• Develop the weekly GPS Academy events email
• Host information sessions on the GPS Academy for students and faculty
• Schedule and coordinate GPS Academy events
• Work with graduate school staff to expand professional development programming
• Identify on- and off-campus programming
• Attend meetings as scheduled
• Assist with Graduate School events (new student orientation, TA Training, 3 Minute Thesis competition)
• Other duties and special projects as assigned

Qualifications:
The candidate must be a degree-seeking student in an NDSU graduate program and in good standing. The candidate must have completed the 2018-19 academic year in their NDSU graduate program. The ideal candidate will demonstrate the following:

Required Qualifications:

• Strong interest in professional skills development and graduate student career outcomes
• Working knowledge of Microsoft Outlook and Word
• Ability to learn how to use new software systems (e.g., myNDSU, Constant Contact)
• Exceptional attention to detail
• Ability to manage multiple responsibilities
• Excellent oral and written communication skills
• Exceptional customer service skills
• Ability to work independently and in a highly professional manner
• Self-driven
• Ability to have a flexible work schedule
Preferred Qualifications:

- Experience with career/professional development activities, theories, and principles
- 1-year related work experience

Terms of Employment:
This position requires 20 hours per week for the duration of the contract, including winter break. Work hours will be primarily during normal business hours with some evening hours as needed. Schedule will be arranged with your supervisor taking into account your class schedule; 10.5 month annual contract period (July 1 to May 15). The appointment begins on July 1, 2019.

Stipend:
$16,800 for a 10.5 month appointment and a full base NDSU tuition waiver.

Application Materials:

- Letter of Interest outlining your qualifications for the position
- Resume or CV
- Three professional references (names, email addresses, phone numbers)