**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 Gradate 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, <u>including</u> 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)