

NDSU

VICE PROVOST FACULTY AFFAIRS AND EQUITY

Now accepting applications for graduate assistant position in Office of the Vice Provost for Faculty Affairs and Equity.

Graduate Service Assistant Position Description

Department: Vice Provost for Faculty Affairs and Equity (www.ndsu.edu/provost/).

Location: Second level of the Old Main (201).

Date of employment: August 16, 2019 – May 15, 2020 (9 month position). Appointment of position is for one year, with additional summer hours or year(s) based on performance and annual responsibility review.

Stipend: \$12,000 per academic year and a full tuition waiver (stipend prorated based on start date).

Supervision: Assistant to the Vice Provost

Hours: up to 20 hours per week. The scheduled work hours each semester in agreement with the supervisor(s) of this position.

Job Description

Purpose of the Position: Responsible for assisting staff with the development, implementation, and evaluation of faculty events in areas including promotion and tenure, mentoring, leadership, inclusion, and other areas related to faculty and their concerns.

The Office of Vice-Provost for Faculty and Equity graduate service assistant will be primarily responsible for the following duties:

Duties may include:

- Perform reception duties.
- Assist staff with event planning and reservations such as order catering, communicating with guest speakers and hotel accommodations.
- Assist with special events such as Faculty Luncheons, New Faculty Orientation.
- Assist faculty with annual activity reports.
- Meet one-on-one with supervisor as needed.
- Perform other service duties as assigned.
- Complete mandatory education on an annual basis, i.e. Baseline Safety and confidentiality.

NDSU

Customer Service

Provide model customer service at all times to students, staff, faculty, and NDSU guests.

Work Safely

Follow safety rules; help identify unsafe working conditions; stop co-workers who are working in an unsafe manner

Minimum Qualifications

- Admitted or current graduate student at NDSU. Enrolled student in good academic standing, which must be maintained through the assistantship.
- Demonstrate leadership ability.
- Demonstrate strong organizational and time management skills.
- Demonstrate strong communication skills (written and verbal).
- Proficiency with Microsoft Office (Word, Excel, Publisher, and PowerPoint).
- Availability for possible evening and weekend presentations, events, and meetings.
- Ability to manage projects independently.

Preferred Qualifications

- Experience with office environment.
- Experience in higher education environment.

Application Process

Submit a cover letter stating why you are interested in this position, copy of resume, and contact information for three professional references to Angela Bachman at angela.bachman@ndsu.edu by July 2019 (position open until filled).