

## Graduate College

### **Graduate Assistantship: Service Assistantship with Graduate College**

As the primary advocate of graduate education at Northern Arizona University, the Graduate College is committed to supporting and advancing our outstanding master's, doctoral, and professional programs at Flagstaff, online, and state-wide campuses. Consistent with the institution's mission, our purpose is to promote graduate student achievement, research, scholarship, global learning, strategic partnerships, and engagement in discovery and practice.

#### **Duties and Responsibilities:**

Work closely with the Dean and Associate Dean on a variety of tasks:

- Compile data, conduct detailed statistical analysis, and provide information to update the Graduate College website and social media platforms.
- Assist in coordinating aspects of events, workshops, trainings, and grants.
- Monitors and processes multiple email accounts.
- Analyses, promotes, and processes scholarship applications for numerous scholarship endowments.
- Assist in coordination and communication efforts for professional development workshops for graduate students.
- Responsible for the coordination and communication efforts for bi-weekly newsletters to graduate students.
- Serves as Graduate College front office backup as needed.
- Other duties or special projects assigned during the academic year.

#### **Qualifications:**

- Full-time enrollment in a graduate degree.
- Strong academic record, research, and analytical skills.
- Strong writing skills.
- Effective interpersonal skills, including the ability to work with staff, students, and other university departments.
- Computer competency including Microsoft Office Suite, Canva, MailChimp, WordPress, Zoom, Google products, Social Media platforms and general database experience.
- Willingness and adaptability to learn new software programs and processes.
- Demonstrated ability to work as a contributing member of a team.
- Skill in planning and organizing workshops and presenting to groups of various sizes.
- Ability to work with people from a variety of culturally diverse backgrounds and ages and a demonstrated appreciation for diversity
- Punctuality and reliability
- Strong campus knowledge
- Ensures confidentiality

***Candidates will be taken into consideration based on their availability to train during a portion of the summer. Further consideration will be given to applicants early in their program.***

**How to Apply**

If you are interested in gaining valuable work experience in a dynamic environment while pursuing your graduate degree, please send your resume (including academic and professional references) and a letter of interest articulating your skills related to this position to:

Graduate College

[GradCollegeOffice@nau.edu](mailto:GradCollegeOffice@nau.edu)

**Note: Specify “Graduate GA” in your email subject line. Your letter of interest must include your general M-F availability as well as your anticipated graduation date.**

Closing Date: 4/15/2023

This graduate service assistantship provides:

- 100% tuition remission (excluding any university and program fees).
- Waiver of the student health insurance premium.
- \$16,500 Stipend

This is a 20-hour per week, 9-month appointment. Contract period is consistent with the graduate assistantship period for the 2023-2024 academic year. Tuition remission of up to 9 units for Online students residing in Flagstaff. Position may be renewable.