

Graduate Service Assistantship: The Office of Graduate & Professional Studies

As the primary advocate of graduate education at Northern Arizona University, the Office of Graduate and Professional Studies (OGPS) 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 Vice Provost and Associate Vice Provost on a variety of tasks:

- Compile data, set up surveys and share results.
- Assist in coordinating aspects of events, workshops, trainings, and scholarship awards.
- Monitor multiple email accounts.
- Analyze, promote, and process scholarship applications for numerous scholarship endowments.
- Assist in coordination and communication efforts for professional development workshops for graduate students.
- Communication efforts through the OGPS newsletters and website to graduate students.
- Serves as the OGPS front office backup as needed.
- Other duties or special projects assigned during the academic year.

Qualifications:

- Full-time enrollment in a graduate degree (9 units a semester).
- 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, Qualtrics, Adobe platforms, and general database experience.
- Willingness and adaptability to learn new software programs and processes.
- Demonstrate ability to work as a contributing member of a team.
- Skill in planning and organizing workshops.
- Presenting to groups of various sizes.
- Demonstrate an appreciation for diversity, work with people from a variety of culturally diverse backgrounds and ages.
- Punctual and reliable.
- 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 3 academic and professional references) and a letter of interest articulating your skills related to this position to:

Office of Graduate & Professional Studies

Note: Specify "Graduate GSA" in the email subject line. Your letter of interest must include your general M-F availability as well as your anticipated graduation date.

Closing Date: **04/01/2024**

This graduate service assistantship provides:

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

This position is 20-hours per week. Contract period is consistent with the graduate assistantship period for the fall 2024-spring 2025 semesters. Tuition remission of up to 9 units for Online students residing in Flagstaff. Position may be renewable.