OPEN POSITION: GRADUATE ASSISTANTSHIP POSITION

Position Requirements: 1.0 Graduate Assistant (GA) needed for the Research Methods and Information Science Department for Fall, Winter, and Spring Quarters 2015-2016

Work Commitment: 1.0 (full-time) GA is required to work 20 hours per week under the direction of the Supervisor (the RMIS Department Chair). 1 position is available

Pay and Benefits: This 1.0 GA position receives tuition waiver and stipend. 2015/16 academic year tuition waiver benefit is $28,776 = 24 credit hours (8 per quarter) and a stipend of $16,000 per year (paid monthly). Note: If you receive an assistantship, the Dean’s Scholarship award will be reduced by the amount of the assistantship tuition waiver.

Supervising Faculty: RMIS Department Chair

JOB DUTIES:
The graduate assistant is expected to be on-site for 20 hours a week. As an administrator, s/he is responsible for supporting the department chair in conducting administrative tasks such as course scheduling, reviewing documents, attending department meetings and taking and posting minutes, creating agendas, scheduling student interviews, assisting with the annual program assessment reports, coordinating and organizing events, and other duties as assigned.

Required Qualifications:
Education: Preference for this administrative position will be given to RMIS students who have strong organizational and verbal and written communication skills.

Special Knowledge, Skills, and Abilities: Familiarity with Outlook, Excel, Word, and DU Portfolio.

TO APPLY: Send an email with professional letter of application and your resume or CV to: nicholas.cutforth@du.edu.

Deadline to Apply: Applications are being reviewed for academic year 2015/16 appointment. Fall quarter starts September 14, 2015. Applications will be considered until the position is filled but preference will be given to those applying by August 1, 2015. Interviews may be conducted in person or via Skype for out of town students.
**Additional Information:** You may be expected to work during all weeks the University is open. All work hours and schedules will be coordinated and agreed upon with the Supervisor. Please see the 2014/15 Graduate Assistant Handbook for further information.