OPEN POSITION: GRADUATE ASSISTANTSHIP POSITION

Position Requirements: 1.0 Graduate Assistant (GA) needed for the Educational Leadership and Policy Studies 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 ELPS Department Chair).

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: Susan Korach, ELPS Department Chair, Associate Professor

JOB DUTIES:
The graduate assistant will work closely with the ELPS Department Chair to support the work of the program and faculty. She/He will engage in administrative and research/project support tasks such as organizing and coordinating events; communicating with faculty, district partners, students and alumna; supporting recruitment and interview activities; assisting with program assessment and evaluation; data collection and analysis; grant support and assisting ELPS faculty with special projects. The position requires the graduate assistant to be on-site for 15-20 hours a week.

Required Qualifications:
Education: Preference will be given to ELPS PhD students who have strong organizational and verbal and written communication skills.

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

TO APPLY: Send an email with professional letter of application and your resume or CV to: susan.korach@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.