OPEN POSITION: GRADUATE ASSISTANTSHIP POSITION

Position Requirements: Half-time .5 Graduate Assistant (GA) needed for the TLS General Education Strand

Work Commitment: .5 (half-time) GA is required to work 10 hours per week under the direction of the Supervisor.

Pay and Benefits: This .5 GA position receives tuition waiver and stipend. 2015/16 academic year tuition waiver benefit is $14,388 = 12 credit hours (appointment is for Fall, Winter and Spring quarters) and a minimum stipend of $7,250 (paid monthly). Note: If you receive an assistantship, Dean’s Scholarship award will be reduced by the amount of the assistantship tuition waiver.

Supervising Faculty: Jessica Lerner

JOB DUTIES:

Responsible for assisting General Education Strand Coordinator with administrative or other responsibilities.

Required Qualifications:

Education: Preference will be given to student in TLS Department with knowledge of general education training needs.

Special Knowledge, Skills, and Abilities: Exceptional writing and organizational skills.

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

Deadline to Apply: Applications are being reviewed for academic year 2015/16 appointment. Fall 2015 quarter starts Monday, September 14, 2015. Applications will be considered until the position is filled. 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.