OPEN POSITION: GRADUATE ASSISTANTSHIP POSITION

Position Requirements: Half-time 0.5 Graduate Assistant (GA) needed to support the Morgridge College of Education Dean, Dr. Karen S. Riley

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) for MA and EdS/D students; $8,000 for PhD students. Note: If you receive an assistantship, Dean’s Scholarship award will be reduced by the amount of the assistantship tuition waiver.

Supervisor: Dr. Karen Riley, MCE Dean and Associate Professor, Child Family and School Psychology

JOB DUTIES:
This half-time Graduate Assistant position will support the research interests of the dean, including but not limited to literature reviews for articles, the development of slides for presentations, and the development of charts, tables and graphs for various purposes.

Required Qualifications:
Education: Preference will be given to incoming students beginning fall 2015.

Special Knowledge, Skills, and Abilities: This position requires high levels of personal organization and time management, effective collaboration with all Morgridge stakeholders, competence in Microsoft Word, Excel, and Outlook, the ability to maintain professional and personable attitudes, and knowledge of data collection and analysis. Additionally, strong communication skills, both oral and written English, are necessary. Assigned work area is in the lobby of the Dean’s suite and a high level of professionalism is required as a representative of the Dean and the office.

TO APPLY: Send an email with professional letter of application and your resume or CV to: Dr. Karen Riley at Karen.riley@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.