GONZAGA UNIVERSITY
JOB DESCRIPTION

Graduate Assistant
(Graduate Student Position)
School of Professional Studies

JOB PURPOSE:

Assists the Department of Organizational Leadership and/or Department of Communication and Leadership Studies Chairperson, faculty members or other professional staff members.

ESSENTIAL FUNCTIONS:

- Assists in development of teaching materials, such as syllabi and visual aids
- Assists in laboratory or field research
- Assists in student conferences
- Prepares and gives examinations
- Grades examinations and papers
- Create an enthusiastic, respectful environment.
- Serves as an advocate for the department and school with internal and external communities.
- Astute attention to details including a pride in work done accurately and efficiently.

SUPERVISION:

This position reports to the designated departmental chair, faculty or staff and to Connie Caddis, Recruitment and Enrollment Specialist.

MINIMUM QUALIFICATIONS:

- Full matriculation into either the MA in Organizational Leadership program or the MA in Communication and Leadership Studies program.
- Proficiency with technology including word processing, spreadsheets, database, keyboard and graphic design packages leading to the development of select brochures.
- Strong organizational skills.
- Astute attention to confidentiality.
- Excellent grammar, spelling, and verbal communication skills.
- Stellar people skills.
- Ability to work respectfully, effectively and efficiently with faculty, staff and student workers.