

Graduate Assistant in the ISSCM Department

Job Title: Graduate Assistant

Employer Name: CBA- Information Systems, Analytics, and Supply Chain Management (ISSCM) Department

Hours: 20 hours a week; for the 13 weeks of fall 2023 semester and the spring 2024 semester

Wage/Salary: \$13.20/hr. and a 6 credit course waiver for fall/spring semester

Employment Start Date: September 2023

Contact: Dr. Katerina Tsakiri; Chair of the ISSCM Department,
ktsakiri@rider.edu

Job Description: Assist faculty by completing research assignments and various projects within the academic department. These duties may include doing library searches, compiling data, editing materials, preparing literature reviews and assisting with administrative duties related to projects.

Work hours are scheduled at the discretion of the hiring department and student must exhibit flexibility in meeting faculty/department needs.

Qualifications:

- Applicants must be currently enrolled or accepted into a Graduate Business degree program at Rider
- Flexible schedule to meet needs of department
- Research experience
- Attention to detail
- Excellent writing skills
- Mature, professional, and positive attitude
- Proficiency with the following software: Microsoft Excel & Word, Google Apps (Drive, Docs, and Sheets), and internet search abilities. Advanced experience in Excel is desired.

The GA for this position will be required to sign a confidentiality statement prior to starting work.