

## Graduate Assistant in the Management Department

Job Title: Graduate Assistant

Employer Name: Norm Brodsky College of Business – Management Department

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

Wage/Salary: \$14.22/hour and a 6 credit course waiver for fall/spring semester (tuition remission may be prorated if hired after the start of the fall semester).

Employment Start Date: September 1, 2023

Contact: Dr. Hee Young Kim; Chair of the Management Department, [kimmgt@rider.edu](mailto:kimmgt@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 and event planning.

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 degree program at Rider • Flexible schedule to meet needs of department • Research experience • Attention to detail • Excellent writing and communication skills • Mature, professional, and positive attitude • Proficiency with the following software: Microsoft Excel & Word, Google Apps (Drive, Docs, and Sheets).

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

Apply: Current Rider students should apply via Handshake. All interested applicants who are not currently enrolled at Rider should submit a resume and cover letter to the following email:

[studentemployment@rider.edu](mailto:studentemployment@rider.edu). Applications will be reviewed on a rolling basis. Documents should be submitted as PDF files.