



College of Education  
and Human Services

**Fall 2023 Graduate Assistant Job Description in the  
Graduate Education, Leadership, and Counseling  
Department and the Chair of Undergraduate Education**

**Responsibilities of the Graduate Assistant will vary by the faculty supervisor and may include:**

- Assist the faculty of Graduate Education, Leadership, & Counseling in research and program-related tasks
- Meet weekly with faculty member(s)
- Develop tables, figures, graphics, or other materials in Word, power point, or other formats
- Conduct literature reviews
- Collect and analyze data in SPSS or excel
- Maintain and update files, documents, or other program/research-related materials
- Manage and respond to project related email in a timely manner
- Prepare, maintain, and update website, social media, or other materials as specified by faculty supervisor

**Hours**

- Approximately 10 hours per week per semester
- Some hours required in January and August

**Qualifications:**

- Bachelor's degree in a related area with a strong GPA
- Current enrollment in a Rider University graduate program
- Excellent communication, writing, library, and computer skills
- Ability to work with thorough attention to detail and to follow through on tasks in a timely manner
- Strong organizational skills and ability to work independently
- Academic and/or work experience related to the field of research, as defined by the faculty supervisor
- Experience with specialized software or datasets, as required by the faculty supervisor

**Compensation**

- Renewable on a semester-to-semester basis, dependent upon performance, budget review, and continued enrollment in a graduate program.
- **\$14.22** per hour
- 3 credits of tuition reimbursement per semester

**Submit cover letter and resume to Anne Rees, Administrative Specialist at [arees@rider.edu](mailto:arees@rider.edu) by July 26, 2023. Direct any questions to Anne .**