

## Graduate Assistant NBCB Strategic Initiatives

Job Title:	Graduate Assistant, NBCB Strategic Initiatives
Employer Name:	NBCB Dean's Office
Hours:	20 hours a week from September 2024 to May 2025 with the opportunity to continue into the summer
Wage/Salary:	\$15.37/hr (based on current Student Employment Handbook) and a 6-credit course tuition waiver each regular semester
Employment Start Date:	September 1 <sup>st</sup> 2024
Contact/Supervisor:	Dr. Lan Nygren, Associate Dean, Norm Brodsky College of Business
Job Description:	<p>This position involves supporting initiatives in line with the college's strategic plan (also known as Brodsky College Blueprint 2022-2027). Potential responsibilities may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Conducting research and analysis to identify opportunities for the college to enhance its curricular and co-curricular offerings aligned with the college's strategic plan.</li><li>• Assisting in the development and implementation of new programs that promote societal good.</li><li>• Assisting in the collection and analysis of data related to the impact of new initiatives.</li><li>• Assisting in the development of communication materials for new programs.</li></ul>
Qualifications:	<ul style="list-style-type: none"><li>• Applicants must be currently enrolled or accepted into the MAcc, MBA or a MS/MA program at Rider</li><li>• Attention to detail and follow through on tasks in a timely manner</li><li>• Excellent communications skills</li><li>• Strong organizational skills and ability to work independently</li><li>• Proficiency with the following software: Microsoft Office, Google Apps (Drive, Docs, Sheets and Forms), and internet search abilities. Advanced experience in Power Point and Excel is desired.</li></ul>

Disclaimer: The position is renewable on semester to semester basis dependent upon work performance, budget review, and continued enrollment in graduate program.