



Fall 2024 Graduate Assistant Job Description in the Graduate Education, Leadership, and Counseling Department

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 development tasks
- Meet weekly with faculty member(s)
- Develop tables, figures, graphics, or other materials in Word, PowerPoint, 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 emails promptly
- Prepare, maintain, and update the website, social media, or other materials as specified by the 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 the graduate program.
- \$15.37 per hour
- 3 credits of tuition reimbursement per semester

Submit cover letter and resume to Anne Rees, Administrative Specialist at arees@rider.edu by June 15, 2024. Late applicants will be considered if positions are still available. Direct any questions to that email.