Job Announcement: Graduate Student Services Assistant

Proposed Appointment Term: January 1, 2017 – June 30, 2017 (dates are negotiable)

Application Deadline: Friday, December 16 at 5:00pm

The Graduate School is currently seeking applications for a part-time (10 hours/week) Graduate Student Services Assistant to provide program organization, administration, and support for the professional development programs. The specific programs include the Personal and Professional Development Series (PDS) workshops, the Fundamentals in Teaching (FIT) workshops, the Certificate of Accomplishment in Teaching (CoAT) Program and other special events.

Required skills/experience:
• Must be a current NC State graduate student not currently enrolled in the Certificate of Accomplishment in Teaching program.
• Exceptional organizational and communication skills.
• A deadline-oriented self-starter with the ability to work independently, show attention to detail, and prioritize multiple tasks, as well as a person who can quickly learn new computer software and skills.
• The position requires proficiency in Excel, Microsoft Word, PowerPoint, Google Docs, and the Moodle learning management system.
• Physically, this position at times requires lifting up to 20 pounds of equipment to set up events.

Preferred: Familiarity with WordPress; proficiency in Publisher or other desktop-publishing software; experience in designing flyers and brochures.

Job Description

Program Organization, Administration, and Support:

• Provide support for the Personal and Professional Development workshop series:
  a. Maintain records, files, and assignments for 150+ graduate students enrolled in the CoAT program to ensure all participants meet the program requirements.
  b. Organize and maintain all program files.
  c. Maintain records, learning management system, and enrollment
  d. Organize mailings of hard copy communication.

• Manage registration system for events. Enter event and participant data and create sign-in sheets for every event (training will be provided).
• Prepare workshop materials, compile resources, and gather background information for each event and all programs.
• Provide troubleshooting as required for the registration system (training will be provided).
• Assist in the planning and implementation of the Celebration of Graduate Student Success awards ceremony in April.
• Participate in planning meetings and provide support as needed for all Professional Development events.
• Maintain all program files (electronic and hard copy) for reference and planning purposes.

Expectations:
The Graduate Assistant will be expected to work 10 hours per week over the six-month period of this contract. The Graduate Assistant will report to the Assistant Dean for Professional Development. The position will begin January 1, 2017, and end June 30, 2017, although these dates are negotiable.

Application Information:
To apply, send a cover letter, a résumé or CV, and contact information for two references to Dr. Laura Demarse, Assistant Dean for Professional Development, ledemars@ncsu.edu. Application materials will only be accepted electronically. Deadline for applications is Friday, December 16, 2016.