



Title of Position: **Graduate Assistant**

Job Description:

Under direct supervision of the Assistant Dean and is responsible for assisting with advising the Graduate Student Advisory Council, recruitment activities, and other miscellaneous duties.

Contract:

9 Month Contract

Responsibilities:

- To assist in advising the Graduate Student Association Council
 - Assist with GSAC representatives duties and projects
 - Prepare and updates last year's agenda and other files for the first meeting
 - Maintain a current roster and records of attendance
 - Assist in maintain GSAC Website
 - Attend GSAC meetings
 - Assist with Graduate Showcase and Poster Fair duties
- Recruitment Activities
 - Attend and support EIU Open House dates throughout the semester
 - Attend other universities graduate school fairs that do not interfere with your class schedule
 - Check the graduate e-mail account twice during each working day
 - Other methods of recruiting (presented at IFC)
- Miscellaneous
 - Purge files
 - Assist in Graduate Assistantship Orientation
 - Be willing to assist other Graduate School staff members with their duties
 - Assist in research on Graduate School projects and surveys
 - Other tasks as assigned

Potential Candidates:

- Must be enrolled in a graduate program (degree seeking)
- Be a full-time graduate student enrolled in 9 credit hours or more
- Maintain a 3.0 grade point average
- Must comply with all of Eastern Illinois University's policies (i.e. Graduate Catalog and Graduate Assistant Handbook).
- Be a self-starter, have a positive attitude, and demonstrate strong work ethics
- Must comply with all of the Family Education Rights and Privacy Act's (FERPA) standards and guidelines.
- Excellent writing and oral communication skills
- Willing to learn new computer programs and procedures