

Types of Assistantship Positions

Graduate Assistantships (GA's) - Students assist faculty and staff with clerical and administrative duties related to financial aid, human resources, marketing, professional development, special events, technology, and other areas.

Research Assistantships (RA's) - Students assist faculty members by compiling and summarizing articles; participating in the preparation of presentations; and/or collecting, scoring, and analyzing data. Interested students may contact faculty members directly. (Faculty research interests are listed in the back of the school catalog.)

Teaching Assistantships (TA's) - Students assist faculty members with tutoring students, arranging for guest speakers, class presentations, and other instructional activities. Interested students may contact faculty members directly. (Faculty teaching interests are listed in the back of the school catalog.)

Student Assistantships

In a Graduate Assistant capacity, you will have an opportunity to:

Develop general office skills *through*

- Data Entry & Updating Records
- Photocopying, Faxing, & Telephone Support
- Processing & Filing Forms
- Performing Library-related Tasks

Acquire specialized skills *through*

- Financial Aid Advisement
- Human Resource Management
- Marketing and Inquiry Management
- Special Events Coordination
- Technology Support (both hardware & software)

Benefit from the University setting *by*

- Developing transferable skills
- Accruing valuable experience for your resume
- Working conveniently close to school
- Becoming familiar with administration in the academic environment