

# ***DEPARTMENT OF NURSING – Graduate Assistant***

## **Job Classification**

Student Graduate Assistant - Hourly

## **Position summary**

Will support Department of Nursing faculty and staff

## **Qualifications summary**

Responsible, reliable, and efficient graduate student with strong communication skills, work ethic, and computer competency

## **Duties and responsibilities**

### **Responsibilities**

- Will primarily assist faculty and staff as needed with: file management, formatting of electronic documents, grading, general office work, collecting data/information for faculty and staff to complete presentations, documents, and marketing campaigns. *More details will be given at time of interview and hire.*

## **Supervisory responsibilities**

None

## **Qualifications**

### **Desired Skills and Competencies**

Graduate student in good academic standing must:

- Be computer-savvy, able to work well with technology and Microsoft Office suite
- Manage time well and stay organized

- Possess excellent interpersonal communication skills
- Be a motivated self-starter who can take initiative
- Be detailed, thorough, and reliable
- Maintain strict confidentiality when handling department documents and information

## **Technical competencies**

- Must be computer-savvy and proficient in Microsoft Office suite (Word, Excel, PowerPoint), with good typing speed.

## **Interpersonal interactions**

- Must be able to communicate with faculty, staff, and students in a friendly, professional manner.

## **Physical demands**

- Regular office setting physical demands; required to sit and move about from office to office; type, write, carry; reach with hands and arms; and talk or hear.

## **Work environment**

- Office setting