



Position Description School of Education Graduate Assistant

Employee Name:		Department:	School of Education
Supervisor (Title):		FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

Position Summary:

Graduate Assistants provide valuable support to the School of Education by assisting Students/Staff/Faculty in their efforts to accomplish meeting the goals and mission of the School of Education and Campbell University. This is a twelve-month renewable position, consisting of 25 hours per week or less, and may include evenings or weekends (Convocation, Friends of SOE Banquet, Orientation), as dictated by the demands of the position and needs of the School of Education.

Essential Duties and Responsibilities:

- Provide support services to the School of Education
- Assist and train student workers
- Assist with special projects or events that may arise in the course of the academic year
- Assist faculty with general clerical duties such as typing, copying, creating power point presentations and data collection/entry
- Occasionally proctor tests for faculty
- Responsible for department mail distribution
- Assist with planning of Gear-up and Avid tours and any recruitment event
- Maintain a professional appearance (business casual attire) and demeanor at all times
- Additional duties, responsibilities and activities may be assigned at any time with or without notice
- Uphold and abide by all policies, procedures, and regulations established by the School of Education and Campbell University

Education/Experience:

- Bachelor's Degree required; or in year 5 of a 4 + 1 program
- Must be enrolled, and actively participating in, a graduate or professional program at Campbell University each term and must make satisfactory progress toward that degree

Knowledge, Skills, and Abilities:

- Must be responsible, reliable, and have excellent time management skills
- Possess good organizational skills, and be able to appropriately prioritize job duties
- Ability to communicate effectively to all groups through both oral and written channels
- Proficiency with Outlook, Word, Excel, and standard methods of digital communication
- Demonstrate tact, a positive attitude, courtesy and discretion in dealing with faculty, staff, students and the public
- Ability to maintain confidentiality
- Function effectively in a team and within a diverse group of people
- Exercise good judgement in complex and/or new situations

- This position demands accuracy, honesty, integrity and the ability to work within the Christian mission of Campbell University

Physical Demands:

Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the approximate percentage of time spent on each of the essential physical requirements.

Rating	Frequency	Percentage Range
1	Seldom	< 25%
2	Occasional	25% to 50%

Rating	Frequency	Percentage Range
3	Often	51% to 75%
4	Very Frequent	>75%

Ratings	Essential Physical Requirements
3	Work at a desk, conference table or in meetings of various configurations.
2	Stand for extended periods of time.
4	Sit for extended periods of time.
4	See for purposes of reading printed matter.
4	Hear and understand speech at normal levels.
4	Communicate so others will be able to clearly understand.
2	Lift up to 25 lbs.
2	Carry up to 25 lbs.
3	Operate office and presentation equipment.

Legal Disclaimer: This is not a contract of employment and job duties and responsibilities may change and additional job duties may be requested.

I have reviewed these job requirements and verify that I can perform the requirements and essential functions of this position.

Employee Signature:	Date:
Supervisor Signature:	Date: