

Graduate Assistantship Job Description

Department/Program	Supervisor
Graduate Assistant Director Academic Achievement Center	Writing Studio Faculty Director & Assistant Director for Academic Advising

Duration of Position	Hours per Week
9 Months	20

The Graduate Assistant Director, along with the Senior Consultants, assist the Writing Studio Director with administrative duties, manage the consultant staff, and conduct writing sessions with clients.

Administrative Duties:

- Collecting consultants' availability and preparing schedule
- Preparing consultants' name badges
- Scheduling classroom visitations and compiling document summarizing classroom visitations (number of visitations conducted each semester, including specific names and disciplines of professors, number of sections each professor requested a visit to, and approximate number of students served)
- Revising (with Director) and distributing "Professional Responsibilities" document
- Facilitating hiring process
 - Taking in and organizing applications
 - Evaluating applications
 - Conducting interviews of applicants
 - Checking references (only former employers, not professors)
 - Making recommendations of who to hire
- Attending new-consultant orientation
- Creating, copying, and distributing PR materials
- Maintaining website
- Making sure white board is maintained
- Maintaining "Yay Board"
- Maintaining handouts (on the desk, the bookcase, and the filing cabinet)
- Maintaining other WS forms
 - Consultant sign-in book
 - Appointment book
 - Session confirmation sheets
- Helping consultants remember to give clients evaluation forms
- Making sure there are always evaluation forms clipped to the clipboard
- Entering data from evaluation forms into two Excel spreadsheets (one that gives statistical averages and one that compiles all narrative comments)
- Making sure that there are always pencils and paper in the baskets on each table
- Tallying number of sessions held each semester (including total numbers by disciplines served)

- Checking voice mail and returning calls (and teaching/reminding other consultants to do so as well, so that each call can be returned within an hour or two)
- Checking our email account and reminding other consultants to do so as well, so that each email is returned within 24 hours
- Making sure all consultants know how to use the copy machine (so that they can copy sections of handbooks needed by clients)
- Making sure consultants get public recognition (i.e., a sign posted by the desk and a request for me to make an announcement in 204) for their many accomplishments (e.g., getting published, presenting at NCUR or other conferences, receiving a scholarship or other honor, etc.)
- Assist as needed with Orientation/Registration Program including preparation of student records, testing, and advising.
- Carrying out other duties and tasks as requested by the Director

Managing the Consultant Staff:

- Making sure the desk is always staffed
- Letting the Director know if there are problems with any consultants (e.g., coming in late, missing shifts, not staffing desk)
- Intervening when a consultant is distressed by alerting the Director
- Protecting consultants from aggressive clients
- Helping consultants refer clients to other service areas (e.g., ESL Services, Study and Research, Communication Lab, etc.)
- Assisting with communication among service areas (e.g., introduce yourself and other consultants to tutors in other areas, understand the role of the other areas, inform other areas about what we do, etc.)
- Arranging coverage when staff members are sick or need time off

Conducting Writing Sessions:

- Showing good “customer service” skills
- Exemplifying WS philosophy during sessions

Skills Need/Preferred:

Applicants must have a Bachelor’s Degree and must be accepted to a graduate program at Bridgewater State College. Candidates must have a strong interest in student development, an ability to work well with others, and, preferably, experience with teaching and/or counseling. Experience and ability to work with diverse populations (i.e., students with learning disabilities, students of color, non-traditional students) and the capacity to initiate work independently without direct supervision are preferred. An interest in a career in higher education is highly recommended.

Submitted by: _____

Department/Program: _____

Date: _____