

Position Description

Graduate Assistant for the Office of the Registrar and Office of Events

The Graduate Assistant will be sharing duties between the two offices. The duties from each office consist of:

Graduate Assistants in the Office of the Registrar work directly with the Graduation Office by:

- Scanning and indexing documents
- Sending/receiving e-mails containing documents and information related to degree audits and graduation
- Creating folders for graduates
- Filing documents into graduation folders
- Handing out graduation information to graduates the Friday of graduation week

Graduate Assistants in the Office of Events will be responsible for:

- Assisting with the physical walk-through of campus classroom and meetings rooms documenting the spaces, features, taking pictures of the rooms, etc. This is to be done at the initial installation phase of Ad Astra and at the end of spring and fall terms to keep the information up to date. The data would then be updated in an Excel spreadsheet template.
- Assists the office with clerical task such as data entry, answering telephones and assisting with general office duties as assigned.

Candidates for this position must be detail oriented and able to use Microsoft Office programs such as Excel, Word, and Outlook.

*Preference will be given to College Student Personnel students and those graduating May 2018 or later.

Departmental Contact

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How to Apply

1. Complete online GA application. (If applying for multiple positions, please submit only one. One works for all!)
2. Email resume and cover letter to btripp@atu.edu

Remuneration

Monthly stipend divided over a 12 month contract

18 graduate credit hour waiver per academic year