**Graduate Assistantship in Montessori Institute**

**Job Description**
The Xavier University Montessori Institute (XUMI) Graduate Assistant supports the work of the Montessori Teacher Education Program (MTEP) within XUMI. The position supports the communication, organization, and promotion efforts of all areas within XUMI, and MTEP more specifically. The Montessori Graduate Assistant works with the XUMI Director and TEP Program Manager to assist in the completion of a variety of tasks and long-term projects including:

- Manage student records/files and required forms.
- Track and report:
  - Prospective students, including professional and individual inquiries
  - Newly admitted students
  - Enrolled students
  - Graduate students
- Support the planning, execution and promotion of XUMI’s professional development workshops, meetings and events including invitations and registrations.
- Reconcile workshop and album sales revenue and expenses.
- Provide verbal and written communication to Xavier students, staff, and XUMI clients.
- Other duties assigned by the Director and TEP Program Manager.

**Semester/Date of Position**
Fall 2020 and Spring 2021

**Days and Hours Required for Position**
12 hours a week scheduled Monday – Friday between 8:30am – 5pm.

**Salary/Tuition Remission**
$8.70 hr. and 9 credit hours each semester for fall and spring.

**Qualifications**
- Only graduate students enrolled in a Xavier degree seeking or licensure graduate program are eligible.
- The applicant must illustrate superior attention to detail, organization and communication skills as well as the ability to prioritize work flow appropriately.
- Experience with Microsoft Office, particularly Excel and Word, is required. Knowledge and ease using Facebook, Instagram, Canva, Canvas, Mail Chimp, and Qualtrics preferred.
- Applicant should be self-motivated and resourceful with the ability and initiative to work independently.
- Experience in administrative work preferred.
- Confidentiality is required of the chosen candidate.

Upon hiring, **On-Campus Employment Forms** are required before employment begins.
**Requested Application Materials**
Submit a resume, application, and cover letter stating qualifications.

The graduate assistantship application is found on the following webpage:

https://www.xavier.edu/graduateschool/graduate-assistantships/applying-for-graduate-assistantship

**Contact Information**
Please send all application materials and questions regarding the position to:

Kristyn Jossart  
jossartk@xavier.edu

Please send all general questions regarding graduate assistantships to XUgrads@xavier.edu or call 513-745-3957.

All application materials must be received no later than April 7, 2020.

Thank you for attending Xavier University and for your interest in the graduate assistantship position.