Department/Position: Office of the Graduate School Graduate Assistantship

Appointment Date: May 20, 2019 – May 8, 2020

Hrs. per week/Wage: 12 hrs./$8.55 per hour (or current minimum wage)
Must be available to work Monday – Thursday 3:00PM – 7:00PM

Responsibilities: The Office of the Graduate School Graduate Assistant will keep the office open from 5 – 7:00PM to serve graduate students and staff. They will also create, implement, and maintain, social media correspondence with current graduate students and alumni informing them of events and programs at Xavier. They will collaborate with the Graduate Student Association and Graduate Wellness Coordinator regarding graduate student initiatives and correspondence. They will assist with marketing flyers for current students and other internal marketing materials, and new initiatives as they arise. This position will be a valued member of the Office of the Graduate School’s graduate student enhancement team.

Qualifications: Reliable Xavier University graduate student with excellent verbal and written communication skills. Able to work independently with direction from various internal and external constituents. Must be proficient at social media, creative, and enthusiastic.

Tuition Remission: Summer 2019 (3 credit hours), Fall 2020 (6 credit hours), Spring 2020 (6 credit hours)

Hiring Supervisor: April Thomas

Email Address: thomasa7@xavier.edu

Application Instructions: Please email a completed application, resume, and three references to April Thomas no later than Wednesday, March 20, 2019 to be considered for the position.

Employment Forms: On-Campus Employment Forms are required after you have been hired and before you begin working.