Title: Communication Sciences and Disorders Graduate Assistant

Campus Locations: Armstrong Campus

Office Location: Armstrong Campus

Minimum Education: Bachelor’s Degree

Position Summary:
The Communication Sciences and Disorders Program is responsible for supporting faculty/staff and students. The graduate assistant will assist in all areas of operations. This position will serve to triage for the reception area and assist in responding to faculty/staff needs. The position will also provide support for faculty research and other duties as assigned.

Job Specifications / Qualifications:
- Moderate to high computer skills are required. Specifically, the ability to learn new software quickly with self-training.
  - Experienced in Microsoft Word applications and Google Apps (Drive, Calendar)
- Ability to research and answer common technology related questions
- Effective communication (verbal and written), organization, and teamwork
- Ability to work with diverse populations
- Ability to work independently without supervision.
- Must be friendly & outgoing and have good customer service skills.
- Successful completion of background investigation prior to employment.

Work schedule:
All graduate assistants work a maximum of 20 hours per week --Schedules will typically be set at the beginning of the semester, but some changes may occur dependent upon the time of year as well as student and departmental needs.