

GRADUATE ASSISTANT POSITION DESCRIPTION

| | |
|---|--|
| Official Title: | X Graduate Assistant <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Program Assistant |
| Working Title (if applicable): | Graduate Assistant – Academic Services |
| Department/Unit: | Office of the Dean |
| College/Division: | College of Science and Health (CSH) |
| Reports to (official title): | Academic Services Director |
| Contract Length: | Fall semester Spring semester X Academic year |
| Appointment %: (Note: TA is always 50%) | 22% 25% 33% X 50% |
| Position of Trust: | Yes <input type="checkbox"/> X No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions) |
| Position of Trust with Access to Vulnerable Populations: | Yes <input type="checkbox"/> X No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are NOT enrolled or accepted for enrollment at a UW System Institution, and medical patients) |

1. Position Summary Statement

The Graduate Assistant (GA) is a member of the College of Science and Health (CSH) Dean’s leadership team. Their work will primarily be advising prospective and new transfer students in the College. The GA will also support student recruitment and retention in the CSH. Under the direction of the CSH Academic Services Directors, the GA will work with student records management, undertake projects, and participate in the consultation activities with UWL academic committees.

NOTE: Please indicate % of time associated with essential and additional duties. Total combined must equal 100%.

2. Essential Job Functions and Responsibilities. What major duties are required for the position? Include **fiscal** and **supervisory** responsibilities.

- Advising prospective and new transfer students in the College (75%)
- Supporting student recruitment and retention in the CSH (10%).

3. Additional duties and responsibilities. Responsibilities/important duties performed in addition to the essential duties of the position.

- Student records management (5%)
- Projects (5%)
- Other duties as assigned by supervisor (5%).

UNIVERSITY of WISCONSIN
LA CROSSE

4. Knowledge/Skills and Abilities. Include which are required, preferred or desirable.

Required:

- Must be accepted to a University of Wisconsin-La Crosse graduate program.
- Must maintain a 3.0 cumulative GPA throughout graduate assistantship.
- Outstanding communication skills.
- Ability to balance working independently with taking a collaborative approach with joint projects.
- Proficient in use of computer software.

Preferred:

- Goal of gaining academic services/advising skill and experience
- 1-2 years of academic advising/peer advising experience.
- Familiar with the Family Educational Rights and Privacy Act (FERPA).
- Familiar with software used for student records management.

5. Physical Demands (walking, lifting, equipment operations, etc.)

None

6. Working conditions and environment (i.e., necessary travel, evenings, and weekends to meet the needs of the department).

- Anticipate working on-campus with occasional remote work being a possibility.
- Must be comfortable facilitating in person and virtual meetings with students.

7. Miscellaneous Information. Comment on the aspects of the position not reflected in the position description.

None

Position description should be reviewed annually and new signatures obtained when changes are made to the position description.

Employee Signature

Date

Employee Name (Please Print)

Supervisor Signature

Date

Supervisor Name (Please Print)