

GRADUATE COLLEGE
GRADUATE ASSISTANT APPLICATION FORM – AY 21-22

Please see the [Graduate College website](#) for full definitions of each position (RAI, RAII, TA, TI).

GRADUATE ASSISTANT POSITION

Hiring Unit/Office: English Department, Scientific and Technical Communication (STC) Program

Type of Graduate Assistant Position (RAII, RAI, TI, TA): RAII for STC Program

Hours to work (per vacancy): 20

Stipend rate (Note: Hiring units must pay the stipend rate associated with the student's graduate degree program):

Term: Summer Academic Year Fall Winter Session Spring Session

Number of vacancies for this position: 1

1. Eligible Program Applicants (*Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.*):

- MA Literary & Textual Studies
- MFA Creative Writing
- PhD Rhetoric & Writing

2. Qualifications/preferred skills

- a. Excellent organizational and time-management skills.
- b. Strong analytical and creative skills.
- c. Ability to work both independently and collaboratively.
- d. Ability to respond to program needs in a timely fashion as they arise.
- e. Ability to manage multiple priorities and projects.
- f. Strong interpersonal skills.
- g. Familiarity with Microsoft Office, Social Media (Facebook, Instagram)
- h. Adept at research and organizing/summarizing results.

3. Position Description (*primary and secondary responsibilities*)

Assists the program director in research for and implementation of curricular revision. Initiates, tracks, and develops program relationships with alumni, prospective students, and industry partners. Assists in creating marketing and outreach materials. Conducts research and writes reports/develops recommendations based on research. Updates program materials (website, documents, etc.) as needed.

Application Process:

Please indicate on the departmental preference sheet that you would like to apply for this position and provide a short description of your interests/qualifications.

Due date: January 26, 2021