

Graduate Assistantship for Work in Graduate Student Affairs

The Graduate School is seeking a graduate student for a 10-19 hours/week assistantship to work with the Graduate Student Affairs Director on a variety of different topics. The assistantship is for \$850-\$1,615/month plus additional payment according to the CBA* to start Spring semester 2021 (1/1/21-5/31/21) and may continue contingent on available funding, student eligibility, and mutual agreement.

The tasks include:

- Supporting graduate students in their degree progress by communicating and meeting with students about their academic standing, and other student concerns.
- Assisting in reviewing and revising procedures/policies in areas of graduate student success
- Designing a project that fits into the goals of this position
- Other related duties

To apply, please send to donnan@montana.edu

1. Statement of why you are interested in this position
2. Description of experience with similar tasks
3. Degree sought (and major) and when expected to complete
4. Name and contact information of two references.

The preferential deadline for spring semester is December 31, 2020.

Preferred skills/qualifications

- Professionalism and maturity
- Strong interpersonal skills
- Strong organizational skills
- Oral, written, and/or nonverbal communication skills
- Respect for and appreciation of a broad range of diverse identities
- Ability to work independently and as part of a team
- Meet academic requirements of a GTA position:
 - Degree-seeking graduate student
 - Maintain term enrollment of a minimum of 6 credits
 - Cumulative, term, and program of study GPA must be 3.00 or better
 - Make satisfactory annual progress toward degree achievement

* This GTA appointment is a part of a Collective Bargaining unit represented by Graduate Employee Organization (GEO), and the Montana Education Association-Montana Federation of Teachers, MEA-MFT. The Collective Bargaining Agreement can be found at <http://mus.edu/hr/cba/collbarg.asp>. You will be bound by the terms and conditions in the Collective Bargaining Agreement, applicable policies of the University and Board of Regents, and applicable state and federal laws.