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**Job Title:** Graduate Assistant

**Department:** Various Academic and Administrative Departments

**Hourly Rate:** $12/hour
**Work Hours:** Up to 20 hours per week (flexible, based on departmental needs and student's academic schedule)

**Position Summary:**

The Graduate Assistant (GA) will provide essential support to a faculty member, research team, or administrative office, contributing to the academic, research, or operational missions of their assigned department. This position offers a unique opportunity for graduate students to gain professional experience, apply advanced knowledge, and develop specialized skills relevant to their chosen field, while simultaneously pursuing their graduate studies at Alabama A&M University.

**Purpose and Learning Outcomes:**

* Apply advanced theoretical knowledge to practical research, teaching, or administrative tasks.
* Develop specialized skills in areas such as research methodology, data analysis, instructional design, project management, or program coordination.
* Enhance professional communication and presentation abilities within an academic or professional setting.
* Strengthen independent problem-solving and critical thinking skills through direct involvement in departmental projects.
* Gain mentorship and networking opportunities with faculty, staff, and peers in their discipline or professional area.
* Contribute meaningfully to departmental goals, research outputs, or student support services.

**Key Responsibilities:**

Responsibilities will vary depending on the specific departmental assignment but may include:

* Academic/Research Support:
	+ Assisting faculty with research, including literature reviews, data collection/analysis, and preparing scholarly materials.
	+ Supporting course instruction through material preparation, grading, or direct student engagement.
* Administrative/Program Support:
	+ Coordinating and implementing departmental programs, events, and outreach initiatives.
	+ Managing departmental communications (e.g., websites, databases) and providing general administrative assistance.
* Other Duties:
	+ Attending required meetings and training sessions.
	+ Adhering to all university policies, procedures, and ethical guidelines.
	+ Performing other duties as assigned by the supervisor that contribute to the department's objectives.

**Qualifications:**

Preferred knowledge, skills, and personal qualifications:

* Demonstrated expertise or strong interest in the specific academic discipline or functional area of the hiring department.
* Prior experience in research, teaching, project coordination, or relevant administrative support.
* Proficiency with specialized software, analytical tools, or platforms relevant to the department's work (e.g., statistical software, learning management systems, design software, project management tools).
* Strong analytical, organizational, and problem-solving abilities.
* Ability to work independently with minimal supervision while also collaborating effectively as part of a team.

Required Qualifications:

* Must be a currently enrolled graduate student at Alabama A&M University.
* Minimum cumulative GPA of 2.5 and in good academic standing.
* Excellent written and verbal communication skills.
* Strong commitment to professionalism, responsibility, and confidentiality.
* Ability to manage multiple tasks, prioritize effectively, and meet deadlines.
* Flexibility to work hours that accommodate both departmental needs and academic responsibilities.

**Experience Gained in this Role:**

By the end of the employment period, the student will have developed skills in:

* Communication: The student will be able to articulate complex ideas clearly, both orally and in writing, to diverse audiences.
* Career & Self-Development: The student will deepen their expertise in their field while gaining practical experience.