



POSITION DESCRIPTION – MASTER

Job Profile Title:	Graduate Assistant Non-Teaching	Job Profile Code:	U9003
Business Title:	Graduate Assistant Non-Teaching	PIN / WID:	ROONEW
Pay Frequency	Bi-Weekly	Pay Rate:	Hourly
Department:	DEPARTMENT NAME (SUPERVISORY ORG)	FLSA:	NonEx
Supervisor Title:	DIRECT SUPERVISOR TITLE	Grade:	1

Creation or Revision Date: 06/05/2018

IMPORTANT:

Graduate Assistants cannot exceed 20 hours per week.

SUMMARY:

The Graduate Assistant Non-Teaching will assist with administrative tasks that are not teaching or research related. Write one to two sentences summarizing the position and how it supports the department. Skills and areas of development that will be achieved through the role of this position (ex: customer service, time management, communication, intercultural, specific field knowledge).

DUTIES & RESPONSIBILITIES:

Identify between three and eight primary duties and responsibilities for the position. List the primary duties and responsibilities in order of importance. Begin each statement with an action verb. Examples of duties and responsibilities listed below:

- Assist with answering telephones, faxing, filing correspondence, running errands on campus, stuffing envelopes and making copies.
- Greet office guests, answer questions and direct to the proper individual(s).
- Greet students and their guests and swipe them in before allowing entry into a residence hall.
- Meet with students in 50 minute time increments and tutor in xxxxxx.
- Data entry into a Microsoft Excel spreadsheet.
- Schedule appointments.
- Maintain documents and spreadsheets.
- Provide quality customer service.
- Research and analyze information.
- Organize and maintain front desk and kiosk.
- Prepare materials for all programs and events.
- Collaborate and communicate with supervisor.
- Increase skill set by participating in various projects with staff.
- Participate in a mentorship program to develop personal marketable skills.

MINIMUM REQUIREMENTS:

- **Education:** Must be active student for Texas A&M University – Commerce. Student must be graduate level.
- **Knowledge / Skills:** Punctual. Good computer skills (list programs your department uses, for example Microsoft Word or Excel).
- **Ability to:** Ability to multitask and work cooperatively with others. Ability to handle confidential matters and to be professional. Ability to work well with diverse groups of people

PREFERRED EDUCATION / SKILLS/ EXPERIENCE:

Preferred field of study. Preferred related experience. Preferred skills.

Student Signature

Date

Supervisor Signature

Date

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned. Texas A&M University-Commerce is committed to promotion of diversity and thus all employees are expected to facilitate a work environment that encourages knowledge of, respect for, and ability to engage with those of other cultures or backgrounds. This job description is not an employment agreement or contract. The University has the exclusive right to alter this job description at any time without notice.



POSITION DESCRIPTION – MASTER

Job Profile Title:	Graduate Assistant Research	Job Profile Code:	U9004
Business Title:	Graduate Assistant Research	PIN / WID:	ROONEW
Pay Frequency	Monthly	Pay Rate:	Salary
Department:	DEPARTMENT NAME	FLSA:	Exempt
Supervisor Title:	SUPERVISOR TITLE	Grade:	1

Creation or Revision Date: 06/05/2018

IMPORTANT:

Graduate Assistants cannot exceed 20 hours per week.

SUMMARY:

This Graduate Assistant Research will assist faculty with research projects they are either currently involved in or proposing. Skills and areas of development that will be achieved through the role of this position (ex: customer service, time management, communication, intercultural, specific field knowledge).

DUTIES & RESPONSIBILITIES:

Identify between three and eight primary duties and responsibilities for the position. List the primary duties and responsibilities in order of importance. Begin each statement with an action verb. Examples of duties and responsibilities listed below:

- Provide support for the completion of research projects within the Department of Social Work.
- Assist current full-time faculty with literature review, data entry, and data compilation as required.
- Assist faculty with the preparation of presentations at national conferences as needed.
- Attend research presentations as required.
- Assist faculty with the development of manuscripts suitable for submission to research journals.
- Assist faculty with the electronic or mail submission of research articles.
- Assist with research grant proposal development and proposal.

MINIMUM REQUIREMENTS:

- **Education:** Must be active student at the graduate level for Texas A&M University – Commerce.
- **Knowledge / Skills:** Punctual. Good computer skills (list programs your department uses, for example Microsoft Word or Excel).
- **Ability to:** Ability to multitask and work cooperatively with others. Ability to handle confidential matters and to be professional. Ability to work well with diverse groups of people

PREFERRED EDUCATION / SKILLS/ EXPERIENCE:

Preferred field of study. Preferred related experience. Preferred skills.

Employee Signature

Date

Supervisor Signature

Date

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POSITION DESCRIPTION – MASTER

Job Profile Title:	Graduate Assistant Teaching	Job Profile Code:	U9009
Business Title:	Graduate Assistant Teaching	PIN / WID:	ROONEW
Pay Frequency	Monthly	Pay Rate:	Salary
Department:	DEPARTMENT NAME (SUPERVISORY ORG)	FLSA:	Exempt
Supervisor Title:	SUPERVISOR TITLE	Grade:	1

Creation or Revision Date: 06/05/2018

IMPORTANT:

Graduate Assistants cannot exceed 20 hours per week.

SUMMARY:

This Graduate Assistant Teaching assist department chairperson, faculty members, or other professional staff members in college or university by performing teaching or teaching-related duties. Skills and areas of development that will be achieved through the role of this position (ex: customer service, time management, communication, intercultural, specific field knowledge).

DUTIES & RESPONSIBILITIES:

Begin each statement with an action verb. Examples of duties and responsibilities listed below:

- Meet with supervisors to discuss students' grades, and to complete required grade-related paperwork.
- Notify instructors of errors or problems with assignments.
- Order or obtain materials needed for classes.
- Prepare and proctor examinations. Evaluate and grade examinations, assignments, and papers, and record grades.
- Return assignments to students in accordance with established deadlines.
- Schedule and maintain regular office hours to meet with students.
- Develop teaching materials such as syllabi, visual aids, answer keys, supplementary notes, and course websites.
- Lead discussion sections, tutorials, and laboratory sections..
- Teach undergraduate level courses.
- Copy and distribute classroom materials.
- Attend lectures given by the instructor whom they are assisting.

MINIMUM REQUIREMENTS:

- **Education:** Must be active student at the graduate level for Texas A&M University – Commerce.
- **Knowledge / Skills:** Punctual. Good computer skills (list programs your department uses, for example Microsoft Word or Excel).
- **Ability to:** Ability to multitask and work cooperatively with others. Ability to handle confidential matters and to be professional. Ability to work well with diverse groups of people

PREFERRED EDUCATION / SKILLS/ EXPERIENCE:

Preferred field of study. Preferred related experience. Preferred skills.

Employee Signature

Date

Supervisor Signature

Date

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POSITION DESCRIPTION – MASTER

Job Profile Title:	Student Worker	Job Profile Code:	U7758
Business Title:	Student Worker	PIN / WID:	ROONEW
Pay Frequency	Bi-Weekly	Pay Rate:	Hourly
Department:	DEPARTMENT NAME (SUPERVISORY ORG)	FLSA:	NonEx
Supervisor Title:	SUPERVISOR TITLE	Grade:	1

Creation or Revision Date: 06/05/2018

IMPORTANT:

Total number of hours to be worked per week cannot exceed 19 hours while taking classes (if employed by multiple departments, the total combined must not exceed 19 hours). Student workers may work full-time during interim periods (between semesters) and during the summer. Position is paid bi-weekly and must earn no less than \$7.25 per hour.

SUMMARY:

Write one to two sentences summarizing the position and how it supports the department. Skills and areas of development that will be achieved through the role of this position (ex: customer service, time management, communication, intercultural, specific field knowledge).

DUTIES & RESPONSIBILITIES:

Identify between three and eight primary duties and responsibilities for the position. List the primary duties and responsibilities in order of importance. Begin each statement with an action verb. Examples of duties and responsibilities listed below:

- Assist with answering telephones, faxing, filing correspondence, running errands on campus, stuffing envelopes and making copies.
- Greet office guests, answer questions and direct to the proper individual(s).
- Greet students and their guests and swipe them in before allowing entry into a residence hall.
- Meet with students in 50 minute time increments and tutor in Biology.
- Data entry into a Microsoft Excel spreadsheet.
- Schedule appointments.
- Maintain documents and spreadsheets.
- Provide quality customer service.
- Input survey results into C3M database.
- Research and analyze information.
- Organize and maintain front desk and kiosk.
- Prepare materials for all programs and events.
- Collaborate and communicate with supervisor.
- Increase skill set by participating in various projects with staff.
- Participate in a mentorship program to develop personal marketable skills

MINIMUM REQUIREMENTS:

- **Education:** Must be active student for Texas A&M University – Commerce. Student can be an undergrad or graduate level.
- **Knowledge / Skills:** Punctual. Good computer skills (list programs your department uses, for example Microsoft Word or Excel).
- **Ability to:** Ability to multitask and work cooperatively with others. Ability to handle confidential matters and to be professional. Ability to work well with diverse groups of people

PREFERRED EDUCATION / SKILLS/ EXPERIENCE:

Preferred field of study. Preferred related experience. Preferred skills.

Student Worker Signature

Date

Supervisor Signature

Date

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POSITION DESCRIPTION – MASTER

Job Profile Title:	Federal College Work Study – Student	Job Profile Code:	U7650
Business Title:	Federal Work Study – Student Worker	PIN / WID:	ROONEW
Pay Frequency	Bi-Weekly	Pay Rate:	Hourly
Department:	DEPARTMENT NAME (SUPERVISORY ORG)	FLSA:	NonEx
Supervisor Title:	SUPERVISOR TITLE	Grade:	1

Creation or Revision Date: 06/05/2018

IMPORTANT:

Total number of hours to be worked per week cannot exceed 19 hours while taking classes (if employed by multiple departments, the total combined must not exceed 19 hours). Student workers may work full-time during interim periods (between semesters) and during the summer. Position is paid bi-weekly and must earn no less than \$7.25 per hour.

SUMMARY:

Write one to two sentences summarizing the position and how it supports the department. Skills and areas of development that will be achieved through the role of this position (ex: customer service, time management, communication, intercultural, specific field knowledge).

DUTIES & RESPONSIBILITIES:

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- Meet with students in 50 minute time increments and tutor in Biology.
- Data entry into a Microsoft Excel spreadsheet.
- Schedule appointments.
- Maintain documents and spreadsheets.
- Provide quality customer service.
- Input survey results into C3M database.
- Research and analyze information.
- Organize and maintain front desk and kiosk.
- Prepare materials for all programs and events.
- Collaborate and communicate with supervisor.
- Increase skill set by participating in various projects with staff.
- Participate in a mentorship program to develop personal marketable skills

MINIMUM REQUIREMENTS: - **Must have work-study permit, issued by Financial Aid, for current semester**

- **Education:** Must be active student for Texas A&M University – Commerce. Student can be an undergrad or graduate level.
- **Knowledge / Skills:** Punctual. Good computer skills (list programs your department uses, for example Microsoft Word or Excel).
- **Ability to:** Ability to multitask and work cooperatively with others. Ability to handle confidential matters and to be professional. Ability to work well with diverse groups of people

PREFERRED EDUCATION / SKILLS/ EXPERIENCE:

Preferred field of study. Preferred related experience. Preferred skills.

Student Worker Signature	Date	Supervisor Signature	Date

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