



## Graduate Assistant for Programming Student Engagement & Enr- and

Programming board, management and

Contact: [st@od.edu](mailto:st@od.edu)

### Duties & Responsibilities:

With the Coordinator and the program board will pass

program and provide guidance, acting as a liaison to the college

and the department.

Policy/budget, and event management

Advising and mentoring students

Work

with the program board

and the department

and the calendar has been set

Assist the program board in the development

of the program

and the March Event and PAW event, Tradition Week

and program special events

Attend the NACA Regional and NACA National Conferences and the Coordinator and the program board

was helpful in the development of the program.

### Required Skills:

Regional administrative graduate

with a degree in higher education

with good academic standing

Maintain a professional appearance

Strong interpersonal

communication

Excellent organizational

skills

Employment Schedule/Hours: The GA position is 20 hours per week

per semester



Academic Qualifications & Preferred Major: Bachelor's degree in Business Administration  
 Academic Standing: Cum Laude  
 GPA: 3.0 or higher  
 Reference: Please provide references from the Higher Education Administration

Knowledge and Skills Derived from Experience

Entrepreneurship  
 Risk Management  
 Strategic Planning  
 Project Management

C1.5 6roxt.8 (u)-0.78r7 0 Td ( )6.5.006 Tw 0.228 0 Td [(S0.7 (n)-p8 ( )-11.2 (b)

Maag