

# GRADUATE ASSISTANTS DUTIES

## **The Graduate Assistant will be responsible for the following tasks:**

- Under close supervision of a staff member, Graduate Assistants assist staff with various professional and technical duties associated generally with the subjects or programs in which the Assistant is doing graduate work.
- The responsibilities of a Graduate Assistant are to be determined by normal departmental procedures. Responsibilities, under the close supervision of a staff member, typically may include:
- Providing assistance to staff engaged in authorized work by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling information or data, developing databases or dashboards for University and departmental use.
- Providing general assistance to the staff in the evaluation of departmental work.
- Maintaining office hours for providing direct individual contact between Graduate Assistant and Supervisor.
- Performing other duties directly related to the program which require knowledge and skills beyond those generally possessed by undergraduate assistants
- Assist with comparing answers between surveys (Peterson's, US News, College Board, CDS) for specific institutional type and characteristics sections. Assist to update Fact Book templates and graphs each Fall and Spring semester.
- Assist to update ESR templates for each registration event (Fall, Spring, Summer, Maymester templates).
- Assist to spot check data entry on surveys, Quick Facts, and Fact Book items.
- Other duties as needed