

The Graduate Assistant (GA) will provide teaching/mentoring, administrative and research support for the Department of Speech Pathology. The GA will assist with the coordination of two clinic projects (TigerSPEAK & Backlight), the speech pathology student organization (NSSLHA) and mentoring undergraduate and pre-requisite students. The GA will serve as a team member on clinic research projects.

Other duties will include the following:

1. Assist with student focused activities, projects and fundraisers
2. Assist with planning and execution for departmental and NSSLHA special activities, orientations and seminars.
3. Attend service projects to promote the Department of Speech Pathology and NSSLHA
4. Represent the Department of Speech Pathology at campus events and meetings as needed.
5. Serve as liaison between students and faculty
6. Provide administrative support to the department, which may include data entry, file management, manning the front desk in the clinic, answering phones, and responding to general inquiries from students and clients
7. Conduct literature searches for class related content and prepare powerpoint and canva presentations
8. Perform other duties as assigned to support the mission and operations of the department