

GRADUATE ASSISTANT POSITION

Office of Research and Graduate Studies

20 hours a week

1. Seeking applicants preferably from one of the following graduate programs:

Digital Marketing • Multi-Media Journalism • English • World Languages • Information Technology • Student Affairs • Business Data Analytics

2. Preferred skills and qualifications:

Effective writing and oral communication skills • Proficient with Microsoft Word and familiar with Excel, Publisher, PowerPoint, and other software • Responsible • Well-organized and detail-oriented • Positive attitude and outgoing • Independent, self-starter • Research experience • social media, web-editing, • survey creation • Banner and/or data analytics experience preferred

3. Job Duties

Internet Research • Data entry and analysis • Creation of and summarizing results of national and/or in-house surveys • PowerPoint presentations • Updating the department's web page and Social Media • Assist with data collection • Perform other duties as assigned

Application Process:

Applicants wishing to apply must:

- 1) Be admitted or accepted for admission as a full-time student in a graduate program at ATU
- 2) Have a 3.0 or better GPA
- 3) Remain in academic good standing to maintain the position

To apply for this position, send the following materials:

- 1) Application, resume, two references (name and contact information only)
- 2) 2. Send GA application materials to: The Graduate College, gradcollege@atu.edu



ARKANSAS TECH UNIVERSITY

APPLICATION FOR Graduate Assistantship

This application must be completed and submitted to Hiring Department for job consideration.

T Number _____ Major: _____ GPA _____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Eligibility Status (Check all that apply)

- U. S. Citizen or Permanent Resident
- International Applicant eligible to work
- Not Authorized to work in the U.S.
- Returning Graduate Student
- If returning have you completed 18 hrs,
at the graduate level, in your major?
- Incoming Graduate Student

PAST EMPLOYMENT HISTORY (please print or attach resume):

Company Name/Location: _____ Dates Worked: _____ to _____

Job Title: _____ Duties: _____

Company Name/Location: _____ Dates Worked: _____ to _____

Job Title: _____ Duties: _____

Company Name/Location: _____ Dates Worked: _____ to _____

Job Title: _____ Duties: _____

SKILLS:

REFERENCES:

Full Name: _____

Relationship: _____

Phone Number: _____

Email Address: _____

Full Name: _____

Relationship: _____

Phone Number: _____

Email Address: _____

Full Name: _____

Relationship: _____

Phone Number: _____

Email Address: _____

I understand that this position is subject to a pre-employment criminal background check. A criminal conviction or arrest pending adjudication alone shall not disqualify an applicant in the absence of a relationship to the requirements of the position. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

By signing the below, I certify that all of the above information is true and accurate.

Signature: _____

Date: _____