



# Graduate Assistant / Graduate Assistant Coach

~ OPEN POOL ~

Department: **Various Departments**  
Recruitment #: **SGAC**

**This recruitment will be used to create a pool of candidates for Graduate Assistants at Western Oregon University. In order to maintain an active status within the Graduate Assistant pool, applicants will need to reapply each academic year (July 1 – June 30).**

*Graduate Student Assistant Positions are a form of student employment, earning a compensation package including both salary and tuition remission for the performance of research or teaching services to the University as part of a student's academic and professional training and development.*

## **QUALIFICATIONS:**

- Bachelor's degree from an accredited institution
- Strong written and verbal communication skills
- Ability to work independently with little supervision; be conscientious and reliable, with an aptitude for creative problem solving; and obtain an attitude of mutual respect and collegiality
- Capable of using technological tools (i.e. common computer software and multiple line telephones).

**\*\* Acceptance into a WOU full-time, approved graduate student program is a condition of employment. The following documents are required prior to hire: Unofficial copy of currently enrolled WOU courses and Copy of the completed [Graduate Assistant Application](#)**

## **DUTIES AND RESPONSIBILITIES:**

- **General Graduate Assistant duties:** Assist faculty and staff in a university department or college by performing any combination of the following professional duties: library research; data and information warehousing; institutional research and technology projects; development of teaching/training materials, such as webinars, online modes of course content deliver, face-to-face presentation, PowerPoint presentations and visual aides; laboratory and field research; examination preparation; development and delivery of conference and workshop materials; grading examinations/papers; and teaching lower division courses. May be designated other duties specific to the supervising unit's needs in their pursuit of achieving the University's mission.
- **Specific duties for Graduate Assistant Coach:** Provide skill instruction to members of the team, which requires thorough knowledge of the safety factors involved with the skill as well as the rules pertaining to the skill. The assistant coach is under the supervision of the head coach, but will be required to provide instruction on their own. This person will be responsible for individual athlete evaluation on a regular basis and will be assigned recruiting duties. Other duties may include field/court set-up, meet/game management, and travel arrangements.

## **HOURS AND PAY:**

Typically the Graduate Assistant is expected to:

- Work 6 to 19.6 hours per week as determined by supervisor. (Note: maximum hours are also related to the number of credits a GA is taking each term.)
- Notify his/her assigned supervisor (in advance) of any absences
- Be approved for an evaluated on his/her appointment each term
- Receive full tuition remission for 9-12 credits/term (NOT INCLUDING STUDENT FEES)
- Work not less than .15 FTE nor more than .49 FTE each term, as stipulated in the conditions of employment for graduate assistantships, which excludes GA's from student employment

- Submit an employment verification form by the first week of term
- Pay student fees by the first week of the term

**WORK ENVIRONMENT:**

Work may be performed in a variety of locations (i.e. on and/or off campus). Office space is limited, so the Graduate Assistant may need to use the library and/or rotate office space.

**TO APPLY:**

The following is required and must be submitted to the Human Resources Office:

- 1) WOU Professional Staff application form ([www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp))
- 2) Cover letter
- 3) Current resume
- 4) Unofficial transcript for Bachelor's degree

Submit documents to: **SGAC** Graduate Assistant POOL, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; or you may e-mail as an attached document to [employment@wou.edu](mailto:employment@wou.edu) or fax: 503-838-8144.

**Western Oregon University is an EEO/AA/Veteran/Disability employer  
committed to increasing the diversity of its workforce.**