Position Title: Graduate Assistant
Department: Center for Experiential Learning & Career Development
Reports To: Associate Director

General Summary
(Insert general statement of what the position is primarily responsible for providing in terms of service/function.)

The Graduate Assistant for The Center for Experiential Learning and Career Development at The University of Toledo is a one year commitment under the guidance of a professional staff member. Graduate Assistants within the office share general responsibilities for mentoring and leading undergraduate students and assisting in contributing to the overall needs of the office. More specifically, the Graduate Assistant will be involved in all career development initiatives, the day to day operations of the office, and play a key role in the implementation and oversight of new Service Learning initiatives.

Principal Duties and Responsibilities
(Estimate percent of time spent on each duty during a typical work period: per day, week, month or year.)

<table>
<thead>
<tr>
<th>Rank (in order of importance)</th>
<th>List of Job Duties (Start each duty with an action verb such as “operate,” “repair,” “perform,” “manage,” or “coordinate,” etc.)</th>
<th>Percent of Time</th>
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</thead>
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<tr>
<td>1.</td>
<td>Handle walk in and advance appointments with students for resume review, major and career exploration and mock interviews.</td>
<td>20%</td>
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<td>2.</td>
<td>Coordinate and facilitate all requests for presentations.</td>
<td>20%</td>
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<td>3.</td>
<td>Assist with and coordinate service learning events and programs</td>
<td>10%</td>
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<td>4.</td>
<td>Supervise student staff and student social events as assigned</td>
<td>10%</td>
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<td>5.</td>
<td>Assist with the office job fairs and other major events</td>
<td>10%</td>
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<td>6.</td>
<td>Assist with Rocket Jobs, Intern in Ohio and conduct research on employment trends, career development, and assist with assessment activities for the office.</td>
<td>10%</td>
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<td>7.</td>
<td>Assist with the day-to-day operations of the office.</td>
<td>10%</td>
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<td>8.</td>
<td>Perform other duties as assigned.</td>
<td>10%</td>
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<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
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The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Impact on the Organization  (Consider and include budget impact/accountability, regulatory compliance, patient care, student retention and any other factors which indicate the significant impact of your job on the organization, department or unit.)

1. Directly influences student satisfaction related to career development and experiential learning resources and opportunities.
2. Enhances the graduate academic experience through professional development and hands on experience.
3. Creates an impactful partnership between service departments and academics.
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Qualifications/Knowledge, Skills & Abilities (Indicate minimum required to qualify or perform this job.)

Education/experience/licensing:
• Bachelor's degree and acceptance to any Graduate program at UT.
• Must meet and adhere to UT's College of Graduate Studies standards for GA appointments.
• Experience in programming and career development is preferred.

Communication and other skills:
• Strong oral and written communication skills.
• Computer skills are essential, social media experience is an advantage.
• Cultural competence and the ability to work with a diverse student population.
• Must be able to work as a team member and a team leader.
• Ability to recognize and respect issues of confidentiality is a must.
• Will be required to attend training which would include, but is not limited to ICare training, FERPA training, sexual harassment training and diversity training.

Reporting Relationships In addition to the direct supervisor (above), indicate the titles of other positions—both within the organizational unit (department, college or division), as well as outside the unit—which provide work direction to this position. Also, indicate which positions report directly to this position, as well as other positions that receive work direction from this position.

While Graduate Assistants in the Division of Student Affairs all have a primary unit of responsibility, they are considered Divisional employees and will be given work assignments and professional development as such. GA's may be given direction by any Divisional professional staff member based on the circumstance.

GA's are considered para-professionals and are held to the same standards of operation as divisional professional staff members.

GA's will often supervise the work of undergraduate students and student interns.

Working Conditions
Work schedule is based on 20 hours per week during fall and spring semesters, excluding break weeks. While GA's will have a set weekly work schedule, some weekend and evening work will be required.

Learning Objectives
A Graduate Assistantship in the Division of Student Affairs is intended to contribute to the Graduate Student’s learning and professional development. Learning Objectives for this position are;

1. GA will have a complete understanding of career development advising.
2. GA will be able write/create an assessment report that will include accurate details and appropriate terminology.
3. GA will know service learning trends.

Contract Information
This GA appointment is for the fall and spring semester of the 2014-2015 school year. Remittance for this position is as follows:
• Stipend is dispersed on university paydays during fall and spring semesters.
• Fall and Spring semester in-state tuition waiver. The student is responsible for payment of books, general fees, parking and living expenses.

The signatures below indicate that the employee and supervisor reviewed the position description on the date shown:

<table>
<thead>
<tr>
<th>Employee Name (PLEASE PRINT)</th>
<th>Employee Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Supervisor Name (PLEASE PRINT)</td>
<td>Supervisor Signature</td>
<td>Date</td>
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