**Number of GAs: 1**

**Position: Graduate Assistant (GA)- Speech-Language Pathology Department**

**Position Summary:**

The Speech Language Pathology Department GA’s role is to support the department by supporting the faculty, graduate, and undergraduate students. While most of the graduate assistant’s responsibility is to support faculty and perform teaching, research, and administrative tasks, the GA is expected to provide guided learning experiences promoting student growth and development.

**Responsibilities:**

* To assist with research and service-learning programs
* Contacting student clinicians, scheduling services
* Collecting data, data entry,
* Managing databases, data analysis, creating figures/tables,
* Library/literature searches, summarizing articles,
* Preparation of presentations, posters, reports, and manuscripts; preparation of training sessions and meetings,
* General office tasks and other duties as assigned.
* Maintaining order and cleanliness in the student workroom
* Prepare PowerPoint/Prezi/Canva presentations.
* Administer tests/exams and assist with grading.
* Conduct a literature search for class-related content.
* Present videos and lectures in classes
* Provide tutoring for at-risk students.
* Clerical duties as needed.
* Maintaining order and cleanliness in the student workroom
* Assist with student activities (i.e., project fundraisers, student organizations)

**Qualifications:**

* Strong communication skills
* Strong writing skills and use of Microsoft Office
* Customer service skills
* Organization skills
* Time management