

*Job Opportunity: Graduate Assistant*  
*Office of Summer Session, Winter Session, and Special Programs*  
*Division of Academic Outreach and Engagement*

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## **Summary of Position**

The Office of Summer Session and Special Programs within Morgan State University's Division of Academic Outreach and Engagement is seeking a 12-month Graduate Assistant to support its general operations. The office is responsible for managing faculty contracts and course cancellations during the Winter Minimester and the Summer Sessions. The office also collaborates with other departments on campus to administer programs in English as a Second Language and Dissertation Writing and to publicize these offerings in print and social media outlets. Finally, the office supports the mission of the Division of Academic Outreach and Engagement by conducting research and authoring reports on matters related to service and community outreach.

## **Qualifications**

***You must have a 3.0 GPA or be a new incoming graduate student to be eligible for this position.***

- Excellent written and verbal communication skills
- Ability to respond in a timely and professional manner to queries from the public, students, and faculty/staff
- Knowledge of Microsoft Office including Microsoft Word, Excel, and Power Point
- Basic accounting skills
- Accurate typing and data entry skills
- Ability to conduct research online and summarize findings
- Copy editing skills
- Effective time management skills
- Ability to work independently with little supervision
- An interest in higher education administration
- Preferred: Knowledge of Adobe Creative Suite and graphic design
- Preferred: Ability to update website using Morgan's CMS software
- Preferred: Familiarity with Morgan State University policies and procedures
- Preferred: Familiarity with international student services and/or English as a Second Language programs
- Preferred: Background in community service or service-learning
- Preferred: Knowledge of social media and advertising

## **How to Apply**

- Please submit your résumé, including contact information for three references, directly to Ms. Agnès Moon, Director of Summer Session and Special Programs ([agnes.moon@morgan.edu](mailto:agnes.moon@morgan.edu)). No phone calls please.

## **Compensation**

The GA receives a stipend of \$16,000 (if a doctoral student) and nine credits of tuition remission for the fall and spring semesters (each). The GA is required to remain in good academic standing *and is not permitted to work outside the university*.

## **Work Schedule**

If eligible, the GA may start work as early as the summer of 2017.

The GA is required to work 20 hours a week for a 12-month period. The fall semester start date is September 1<sup>st</sup>, annually. Note that the GA is required to work during periods of time when the university is open but classes are not in session, including during winter break, spring break, and summer break.