Duquesne University
Office of Commuter Affairs
Graduate Assistant Position Description

General Statement of Duties:
The Graduate Assistantship in the Office of Commuter Affairs offers a variety of work experiences related to the coordination of programs and services for undergraduate and graduate students. Special emphasis is placed on freshman students. Creativity is required, as is a commitment to enhancing the educational experience available to all commuting students at Duquesne University.

Supervision Received:
The Commuter Affairs Graduate Assistant works under the direct supervision of the Director of Commuter Affairs.

Specific Duties and Responsibilities:
1. Assists in the coordination and implementation of Commuter Affairs programs
2. Assists in the coordination and supervision of the Commuter Assistant program
3. Assists in editing office publications, including: web site, newsletters, email lists, etc.
4. Assists in needs assessment and data collection in the development of new programs and services
5. Assists in office staffing/duties and maintains evening/weekend hours on occasion
6. Works with the Commuter Council in assisting with events and programs
7. Prepares reports and performs other related responsibilities as required
8. Represents the Office of Commuter Affairs through attendance at Student Life events and University meetings, etc.
9. Assists the Director with other projects as necessary

Requirements:
The Commuter Affairs Graduate Assistantship is open to full-time commuting graduate students who are able to provide service to the office which may include evenings/weekends. Twenty five hours are required Monday through Friday between the hours of 8:30 am and 4:30 pm.

Compensation:
Remuneration includes tuition remission and a monetary stipend.

Important Information:
Individuals interested in the position should submit a cover letter indicating their interest in the position and a resume with the Student Life Graduate Assistant

If you should require any additional information, please contact Tim Lewis in the Office of Commuter Affairs at (412) 396-6660 or lewis@duq.edu