Position Description
Graduate Assistant for Special Student Services
2013-2014 Academic Year

General Description:
The Graduate Assistant for the Office of Special Student Services is responsible for providing direct assistance in coordinating and maintaining several responsibilities within the Office of Special Student Services. Also, he/she works with the Freshman Development Graduate Assistant to coordinate and advise the programs, organizations, and resources of the Office of Freshman Development. Noted organizations include Phi Eta Sigma Honor Society and the Freshman Class Council (FCC). This position requires limited weekend work and full commitment during the week of Orientation in August.

Supervisor:
Reports to the Director Freshman Development and Special Student Services

Responsibilities:
1. Send letters of accommodations to University faculty and staff.
2. Maintains student statistics for each semester.
3. Maintains and organizes student files.
4. Coordinates student exams with both students and their professors.
5. Proctors student exams.
6. Maintains Special Student Services email account.
7. Attends Orientation planning weekend and assists as assigned during the week of Orientation.
8. Co-leads FCC meetings.
9. Chaperone Freshman Weekend Programs.
10. Represents the office at campus fairs and public relation events.
11. Assists with the Duquesne University Family Weekend planning and provides assistance where necessary.
12. Provides supplemental support for the Office Administrative Assistant.
13. Completes all other responsibilities and projects as assigned by the Director of Freshman Development and Special Student Services.
14. Other duties as assigned.

Proven ability to establish and maintain effective, professional working relationship with students, faculty, staff and alumni is expected. Graduate Assistant must have strong time management and organization skills. Experience in writing, speaking, and working with students individually and in groups is necessary. Must have experience working with all basic computer operations including word processing, data base management, professional presentations, and desktop publishing.

Compensation for 2013-2014 Academic Year: Tuition remission for eighteen (18) graduate course credits during the school year and a stipend.

Start Date: August 2013
Completion Date: May 2014
Hourly Requirements: 20 hours per week

Office Contact Information:
Please call the office of Freshman Development and Special Student Services with any questions about this position.
412.396.6657