



# Columbia International University

## Graduate Assistantship Description



The following is a list of tasks that a Graduate Assistant may undertake:

- Resident Course Administration:
  - Preparation/submission of Library Reserve and Textbook Order forms
  - Preparation of class roster in mark book
  - Record and calculate grades of student course work
  - Copy instructional materials (class handouts)
  - Prepare PowerPoint presentations for class
  - Develop and maintain course website
- Distance and Online Course Administration:
  - Perform tasks related to course development (copyright permissions, preparation of instructional material, audio or video production engineer)
  - Develop and maintain course website
  - Course liaison for students
  - Grade student work and monitor course discussion forums (when qualified)
- Resident Course Involvement (when qualified):
  - Grade for the course
  - Lead some class lectures and discussions
- Advisees:
  - Maintain current advisee lists with contact information
  - Act as liaison to advisees, keeping them updated on academic administrative matters
- Academic Administration: for faculty members who are Academic Group chairs; perform tasks which support their work.
- Recruitment:
  - Liaison with prospective students in routine matters which use faculty prepared materials
  - Perform tasks in support of activities cultivating and sustaining relationships with wholesalers (leveraged partners)
- Scholarly Work Support:
  - Provide bibliographical updates in support of courses and research
  - Perform tasks in support of scholarly research and writing

Requirements:

- ✓ Must be a CIU Graduate student. A mature CIU undergraduate will be considered for the position.
- ✓ Must be able to dedicate 12-15 hours per week to working with the assigned professor.
- ✓ Must fill out a 2008-2009 FAFSA.



# Columbia International University Graduate Assistantship Application



Name (*print*) \_\_\_\_\_

Date of Application \_\_\_\_\_

Email address \_\_\_\_\_

Student ID # \_\_\_\_\_

Local address \_\_\_\_\_

Social Security # \_\_\_\_\_

\_\_\_\_\_

Current Student     New Student

Phone/ext. \_\_\_\_\_

Box # \_\_\_\_\_

Student classification: \_\_\_ MATEFL    \_\_\_ MABT    \_\_\_ MACNS    \_\_\_ MAT    \_\_\_ MED    \_\_\_ EDD

## Special Skills, Qualifications and Activities

Describe specialized training, apprenticeships, and skills:

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Professional certificates, licenses:

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What is your strongest area of expertise?

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Please check any of the following skills and experience which you have:

Typing/word processing    Words per minute? \_\_\_\_\_

Name(s) of software used (*please list*):

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Other computer programming and software experience (*please list*):

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Research

Tutoring

Other: \_\_\_\_\_

## Employment History

Have you worked at CIU before?     Yes     No

If yes, please identify the department(s) and type of work:

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Previous Employment (*other than CIU*):

Company Name	City and State	Type of Work

Any other helpful information you wish to provide:

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*Please attach a resume if you have one.*

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_