



Position: Graduate Assistant
Department: Coleman College of Business (CCOB)

The University of Pikeville (UPIKE) is actively seeking candidates for its Graduate Assistant for the Coleman College of Business (CCOB). The Graduate Assistant will provide support for the CCOB by performing the following responsibilities:

Responsibilities:

1. Assist Dean and Office Manager with planning CCOB events.
2. Assist with student run businesses as needed.
3. Complete Teacher Assistant duties as needed such as grading and inputting grades into Canvas.
4. Complete projects as needed.
5. Other duties as assigned.

Relationships:

Position requires daily contact with co-workers, students, supervisor, employees of the institution, as well as vendors in order to answer questions, place orders and make sure paperwork is completed. These relationships are maintained through e-mail, fax, telephone, and person-to-person contact.

Reports to: Office Manager, Coleman College of Business.
All completed work is referred to the supervisor for review.

Education/Skill Requirements:

- Must have a minimum of Bachelor's degree and be accepted into graduate program at UPIKE.
- Must have excellent customer service and communication skills.
- Must have excellent writing skills, critical thinking skills, and be self-directed.
- Must have experience working with office equipment, e.g. computer, copiers, scanner, multiline office phone.
- Must be proficient with Microsoft Word.
- Must be proficient with Excel spreadsheets, particularly the use of formulas and data analysis for decision making.
- Must be familiar with conducting research.
- Must understand the importance of keeping all information confidential.

***Graduate Assistants receive tuition waivers of up to 6 hours of classes per semester, housing & a meal plan. However, if the GA does not reside on campus, then he/she will receive a monthly stipend in lieu of*

room & board. The meal plan covers the actual number of weeks that classes are in session during the fall, spring, and summer semesters.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.