Higher Education and Student Affairs (HESA) Graduate Assistant (GA)

The Higher Education and Student Affairs (HESA) program of the Department of Counseling and Higher Education at Ohio University Gladys W. and David H. Patton College of Education is accepting applications for a Graduate Assistant (GA) position. The GA will provide support to the HESA program.

Duties and Responsibilities:
Most of the work involves working closely with the HESA program coordinator and faculty on academic program coordination for the three degree programs under HESA: Master’s in college student personnel (CSP), Master’s in Higher Education (online) and PhD in Higher Education. The GA will be responsible for routine weekly meetings, fall orientation, practicum fair, spring student interviews, monthly newsletters, social media management, alumni engagement, graduation events, and other program activities and events.

The expected weekly work time is 20 hours per week. Some weekend and night hours will be necessary to coordinate program events.

Minimum Requirements:
• Must be a graduate student admitted and enrolled in one of the graduate programs in the Department of Counseling and Higher Education.
• Strong commitment to inclusion, equity, and diversity values.
• Strong organization and social skills;
• Excellent oral and written communication skills;
• Excellent relationship building skills; and
• Strong event planning and time management skills.

The desired qualifications:
Strong familiarity with instructional technology and text/art design/editing tools (such as Canva/PDF editing, survey design, website design);

Stipend and Tuition Waiver:
The Graduate Assistantship (GA), which includes the stipend and tuition scholarship package, is renewable for two years, pending the availability of funds, appropriate/satisfactory progress toward your degree and your compliance with program and university guidelines. You must maintain a 3.0 graduate grade-point average to keep this appointment. Please note that your appointment and acceptance are contingent on the successful completion of a background check.

The stipend amount is $6500.00 per semester for a Masters student and $7750.00 per semester for a Doctoral student. The stipend is only paid during Fall and Spring semesters, no stipend is paid during summer semester.

Application Deadline:
Feb 11, 2022

Start Date:
The position will begin August 16, 2022, and is located in Athens, Ohio.

Contact:
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