



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Graduate Assistant for the Non-Degree Professional Development Initiative

Job Class: Graduate Assistant

Department: The Graduate School

Reports to: Terry Magas & Barb Schaffner

FLSA status: Part-time/Non-Exempt/12 months

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/public/About/Careers.aspx>.

SUMMARY: Graduate Assistant serves as support for faculty, staff, and/or administrators within his/her department as assigned. The graduate assistant should be given the opportunity to apply their academic skills to assigned tasks and to develop new administrative skills, while serving in this position. The Graduate Assistantship should contribute to the students' intellectual growth and degree goals.

BENEFITS at Otterbein include: Eligibility for tuition reimbursement in a graduate program at Otterbein.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Ability to embrace diversity and cultivate leadership, integrity, and engaged citizenship among our staff, faculty, and students

Ability to facilitate departmental/program projects/research
Support new program development through creating marketing materials, planning & implementing programs
Attend meetings within and outside the department as assigned
Represent the University and non-degree programming to external audiences
Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS: The ideal candidate must possess the ability to work effectively with students, faculty and staff from diverse communities and cultures. Must be a team player, self-motivated, and able to work independently.

EDUCATION and/or EXPERIENCE: Must be a graduate student enrolled in a graduate program at Otterbein University, must meet the requirements written within the Graduate School Policy Handbook, and the Graduate Assistant Procedures

CERTIFICATES, LICENSES, REGISTRATIONS:

LANGUAGE SKILLS: Must demonstrate professional level oral and written communications skills including grammar. Must have strong interpersonal, written communication and presentation skills.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Experienced with Microsoft programs, (ability to prepare reports), Windows 7 & 10, data analysis/web site development and improvement/Banner

REASONING ABILITY: Possess critical thinking ability to solve problems effecting the successful planning, recruiting and implementation of non-degree programming.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate, sit, reach and use repetitive motions of hands and wrists. The employee is occasionally required to stand, walk, stoop or bend. The employee must occasionally lift and/or carry up to 20 pounds and occasionally push and/or pull up to 20 pounds. This position requires close vision. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be

required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130