



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Graduate Assistant

Job Class: Student

Department: Integrative Studies

Reports to: INST Department Chairperson

FLSA status: Part-time (approx. 16-20 hours per week)/Non-exempt/academic year position, 10 months

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1151; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For more information: Please visit <http://www.otterbein.edu/Careers>

BENEFITS of this position include tuition waiver for graduate school studies and \$5,000 additional stipend. To learn more about Otterbein Integrative Studies visit <https://www.otterbein.edu/inst/>

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.

SUMMARY: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Keeps office hours

Schedule negotiable; need to be available on average 16-20 hours per week during business hours during academic terms and some hours during exam weeks.

Represents the Program to the campus and the public

Answers telephone
Handles correspondence by mail and e-mail
Distributes IS Program announcements to the campus by e-mail
Updates IS web pages (content and layout)

Coordinates IS Events with Chair

Helps to creatively plan, promote, and execute IS Program events such as Fall Meeting and IS Symposium
Corresponds with speakers to coordinate events and process payments
Promotes events through posters, emails, and the IS website
Corresponds with other departments, such as Service or Catering, to fulfill event orders/requests

Carries out clerical functions

- Duplicates, collates, and distributes a variety of materials
- Prepares a variety of documents
- Gathers benchmarking information as needed
- Collects and files IS syllabi each term
- Responds to student and alumni requests for syllabi copies
- Purchases office supplies
- Updates university event calendar with IS-approved events
- Maintains (paper and electronic) filing system
- Transfers files to the Archives as necessary
- Completes payment vouchers and reimbursement forms
- Records financial information and keeps Chair informed of program budget status
- Schedules committee, faculty, and student meetings as requested
- Supports IS Advisory by recording meeting minutes and sending communication when needed
- Collects and organizes assessment materials as necessary

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The graduate assistant must be accepted and enrolled into a Graduate School program at Otterbein University, must meet the requirements written within the Graduate School Policy Handbook and the Graduate Assistant Procedures.

EDUCATION and/or EXPERIENCE: Undergraduate degree required; must enroll and be admitted into an Otterbein graduate program and make satisfactory academic progress toward degree.

LANGUAGE SKILLS: Must demonstrate excellent verbal and written English skills including grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Strong interpersonal and supervisory skills. Must take pride in and be thorough in quality work produced; must be able to use general office equipment including office PC, copier, telephone, facsimile machine, etc.

REASONING ABILITY: Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must possess excellent customer service skills. Must possess strong organizational skills. Ability to exercise initiative and independent judgement in unusual or new situations. Must possess the ability to work effectively with students, faculty and staff from diverse communities and cultures. Must be able to work independently and must retain confidential information.

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 talk or hear, 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. Noise levels are consistent with normal office equipment operation. In addition, duties are performed on an athletic field subject to heat, dust, noises from players and fans.

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