

Graduate Service Assistant (GSA) Job Description

Prime function

Performs tasks within a specified unit in order to gain working knowledge and develop career-specific skills. Provides professional level support, performing various administrative tasks/projects that contribute to the mission of the unit. Will be responsible to an administrator or professional member of the unit who will supervise and train the student.

Examples of responsibilities

Serves in an administrative capacity for a specified unit within the university, which may include the following duties and responsibilities:

- Performs tasks related to specific function/program assigned
- Develops work plans in accordance with program/organizational objectives
- Assists in the collection of data and/or conducts independent research for the unit specific to the assignment
- Assists in development of new programs, policies or procedures; coordinates programs as assigned
- Assists with advisement of students regarding information, procedures and academic requirements of a specific program or major
- Assists in specialized administrative or technical projects in area of assignment
- May analyze procedures and makes recommendations for improvement
- Prepares reports as needed
- Supervises student employees

Knowledge, skills and abilities

- Knowledge of issues pertaining to area of assignment
- Knowledge of management principles and practices
- Knowledge of program coordination
- Skill in organizing resources and establishing priorities
- Skill in planning, organization, coordination of activities
- Skill in establishing and maintaining effective working relationships
- Skill in both verbal and written communication
- Skill in the use of personal computer and related software applications

Minimum qualifications

- Currently admitted to a graduate degree program at Arizona State University
- Maintain a 3.00 cumulative GPA for all ASU graduate credit courses
- Must enroll in at least 1 credit hour during each fall and spring semester during the appointment
- Summer enrollment is not required if student is enrolled in the following fall semester