**Graduate Administrative Assistant**

**Company Division:** Extended Learning and Community Engagement--Global Campus

**Basic Function and Responsibility:** The Global Campus seeks a graduate assistant (GA) to help with data entry, file preservation, and online course review-related assignments. In addition, the student will also assist with front-of-house operations in the Global Campus office. This position is especially relevant to students with experience in online programs and/or classes.

**Job Description:** This position serves two primary functions: administrative data entry and file organization for online course review as well as assisting in triaging Global Campus student contacts and processes for the Global Campus concierge services. Working hours are 8-5 Monday through Friday.

**Characteristic Duties and Responsibilities:**

* Maintain twenty (20) hours per week in the Global Campus in support of the Global Campus and online course review process. Day, evening, and weekend hours may be required
* Work with the Operations Coordinator and the ELCE scholar on online course review processes
* Ability to work with Google drive and the Google Suite
* Exceptional attention to detail and organization
* Answering the main office line for Global Campus calls
* Help students connect with appropriate resources throughout the university
* Assist in Global Campus concierge services
* Monitoring the Global Campus email account, forwarding emails to staff as appropriate
* Printing, scanning, and copying as needed
* Ability to pick up and deliver documents on-campus as needed
* Utilize university computer programs
* Perform other duties as assigned

**Minimum qualifications:**

* Be enrolled in a graduate program with regular status
* Be enrolled in a minimum of six (6) credits
* Free from any type of social probation
* Maintain satisfactory academic progress with at least a 3.0 GPA in coursework
* Meet any and all other qualifications as stated in the [Graduate Assistant Handbook](http://www.nmu.edu/graduatestudies/node/23) through the College of Graduate Studies and Research

**Additional desired skills and qualifications:**

* Ability to work effectively in a team environment
* Must be reliable and punctual
* Exceptional written and verbal communication skills
* Interest in online learning and pedagogy
* Experience in information systems or data entry
* Ability to organize large data sets
* Proficient in file naming conventions

**Supervisor:** Dr. Lucy A. Johnson, Operations Coordinator

**SALARY**:

$10,800/academic year

16 hours of graduate credit/academic year

**HOW TO APPLY:**

Return [completed application](https://nmu.edu/graduatestudies/sites/graduatestudies/files/2022-06/Graduate%20Assistantship%20Application.docx), resume, and cover letter to the Global Campus at global@nmu.edu.