

## Graduate School

### Graduate Assistantship Opportunities

### 2022-2023 Academic Year

Graduate Academic Program Placements			
Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p><b>Part-Time Graduate Assistant – Master of Science in Accounting Program</b> Graduate Assistant works as a tutor for the undergraduate accounting classes. Responsibilities include: 1) holding weekly drop-in office hours for tutoring, 2) offering a 1-hour review session each week for the ACCT 0104 Principles of Accounting I classes, and 3) offering a 1-hour review session each week for the ACCT 0105 Principles of Accounting II classes. The Graduate Assistant should be prepared to tutor in each of the undergraduate accounting concentration courses. <b>Mentor: Dr. Erin Moore, Department Chair</b></p>	Undergraduate degree in Accounting (or equivalent coursework)	7 ½ hours per week when classes are in session; specific hours will be negotiated and are flexible.	A stipend of \$1100 per term (Fall and Spring), and six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year</u>.</i>
<p><b>Part-Time Graduate Assistant – Education Department - Field Placement</b> Aid in organization, planning, and implementation of field placements; support aspects of the program’s advising documentation system; assist with administrative functions of the field placement process; other administrative functions. <b>Mentor: Dr. Megan Kennedy, Executive Director of Education</b></p>	Dependable, punctual, ability to prioritize, communicates effectively orally and in writing, respectful and courteous, completes assigned work on time and with high quality, develops and maintains professional relationships, demonstrates independent thinking, demonstrates collaborative skills needed for group work, exhibits ethical behavior	7 ½ hours per week when classes are in session; specific hours will be negotiated	A stipend of \$1100 per term (Fall and Spring), and six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year</u>.</i>

Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p><b>Full-Time Graduate Assistant – Social Work Field Program</b> GA will provide administrative assistance to the staff in the Social Work Field Program, including but not limited to: (1) aid in organization, planning, and implementation for field-related community events, (2) maintain certain aspects of the program’s online field documentation system, (3) assist with administrative functions of the student internship application process, and (4) copying, filing, and other miscellaneous clerical/administrative functions. <b>Mentor: Field Education Director</b></p>	<p>Proficient in use of word processing, spreadsheet, and publishing software (comfortable with both PC and Apple systems); highly motivated, comfortable in a fast-paced team environment; strong verbal and written communication skills; skilled in working both independently and as part of a team; ability to maintain confidentiality; successful applicant will commit to both fall and spring semesters due to flow of process in the field program.</p>	<p>Specific hours will be negotiated with GA; Mondays and Thursday preferred with occasional need to adjust days of work to accommodate dates of community events.</p>	<p>A stipend of \$2200 per term (Fall and Spring), and up to twelve (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.</i></p>
<p><b>Part-Time Graduate Assistant – Department Psychology</b> Serve as assistant to graduate programs in Psychology, provide summary documentation to support Chair, including student orientation materials, advising scheduling, placement documentation for internship and practicum placements, supervisor contacts and contracts, data collection, editing (e.g. student handbooks). <b>Mentor: Dr. Robert Hayes, Psychology Graduate Program Director</b></p>	<p>Computer skills, organized and Flexible. Matriculated graduate student at WSU.</p>	<p>7.5/hours a week when classes are in session. Specific hours will be negotiated.</p>	<p>A stipend of \$1100 per term, and up to six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.</i></p>
<p><b>Part-Time Graduate Assistant – Political Science/Public Administration Dept. – MPA Program Assistant</b> Assist the MPA program by: event planning and publicizing; assisting with social media, website, alumni outreach; maintaining accurate database records; building the library collection in Public Administration areas; helping develop a student handbook and program yearbook; collecting and compiling data as directed for program review and other uses; completing other tasks assigned. <b>Mentor: Dr. Charles DiStefano, Public Administration Graduate Program Director</b></p>	<p>Enrolled in MPA program; strong organizational skills; strong verbal and written communication skills; proficient in Microsoft Office; ability to work independently; self-starter; inquisitive; dependable</p>	<p>7.5/hours a week when classes are in session. Specific hours will be negotiated.</p>	<p>A stipend of \$1100 per term, and up to six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.</i></p>

## Campus Support Placements

Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p><b>Full-Time Graduate Assistant – Alumni Relations, Marketing and Communication</b>            Support the Senior Annual Giving Coordinator in all aspects of annual giving initiatives including fundraising activities and stewardship, as well as maintaining relationships with alumni, parents and friends of the University. Collaborate with other campus offices to develop content and media for individual and mass solicitations and stewardship pieces that will be distributed via direct mail, crowdfunding, email and social media. Use crowdfunding programs to engage and thank donors. Assist with the planning and executing of our Annual Day of Giving, Give a Hoot.  <b>Mentor: Ryan Meersman, Assistant Director</b></p>	<p>Professionalism, strong interpersonal and organizational skills, ability to interact effectively with the campus and Westfield State community, excellent writing, proofreading, technical and analytical skills</p>	<p>15 hours per week when classes are in session; complete hours within M-F 9-5, some night and weekend hours may be required.</p>	<p>A stipend of \$1,500 per term (Fall and Spring), and six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.</i></p>
<p><b>Full-Time Graduate Assistant – Office of Teacher Education</b>            Assist with special projects such as information booklets, teacher education initiatives, events, Teacher Education Accreditation and Assessment Council newsletter including an editorial piece by the graduate assistant, management assessment system, data entry, faculty support and training, Inclusive Concurrent Enrollment Initiative (ICEI) program support, TEAAC meeting minutes.  <b>Mentor: Dr. Megan Kennedy, Executive Director of Education</b></p>	<p>Strong work ethic, friendly and outgoing, adaptable, excellent communication skills (writing and speaking), comfortable with basic computer processes such as Word, Excel, Publisher and internet applications; professional and punctual; in good academic standing</p>	<p>15 hours per week when classes in session; specific hours will be negotiated</p>	<p>A stipend of \$2200 per term (Fall and Spring), and up to twelve (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.</i></p>

Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p><b>Full-Time Graduate Assistant – International Programs</b>            Study Abroad Assistant: Provide support for International Programs Office outreach to students interested in domestic and overseas study abroad programs. Become familiar with IPO programs, conduct intake interviews, assist with outreach efforts on campus, assist with planning and implementation of orientation and informational sessions and other events, serve as advisor to study abroad students, develop and deliver a marketing plan, update social media accounts, attend staff meetings and professional development programs as appropriate.  <b>Mentor: Vera Vlasenko, International Student Advisor</b></p>	<ul style="list-style-type: none"> <li>• Ability to work minimum 15 hours/week</li> <li>• Occasional ability to help with evening programming (Schedule and start date flexible.)</li> <li>• Ability to multitask, meet deadlines, and adapt to changing demands and priorities</li> <li>• Excellent organizational skills, analytical, and problem solving skills</li> <li>• Ability to work independently and collaboratively</li> <li>• Ability to work with a diverse international student body (strong interpersonal, intercultural, and customer service skills)</li> <li>• Minimum commitment: 1 semester (August – December)</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work minimum 15 hours/week Mondays, Fridays 9-4:30</li> </ul>	<p>A stipend of \$2,200 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>
<p><b>Full-Time Graduate Assistant – Admission Office</b>            Attend admission information sessions, tours, and other events; conduct admission information sessions when needed; meet with prospective students and their parents; participate in local travel admission events; acquire skill in Banner record system; participate in campus visitation events; track documents; assist with data input; assist with GPA calculation; assist with social media; other duties as assigned.  <b>Mentor: Katelyn Shea, Assistant Director</b></p>	<p>Familiarity with Westfield State University preferred.</p>	<p>15 hours per week when classes are in session; primarily between 8:30am-4:30pm, some Saturdays; specific hours will be negotiated</p>	<p>A stipend of \$2,200 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>

Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p><b>Full-Time Graduate Assistant – Academic Affairs</b>            Work on special projects as assigned by the Office of the Provost. Projects may range from working on the faculty handbook or Academic Affairs operating guidelines to working on proposal to establish esports on campus.  <b>Mentor: Dr. Enrique Morales-Diaz, Assistant Provost</b></p>	<p>Preferred qualification, but not required - some experience with graphic design.</p>	<p>15 hours per week when classes are in session; can be determined with GA</p>	<p>A stipend of \$4,500 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>
<p><b>Full-Time Graduate Assistant – Academic Affairs – Ready App</b>            Work with Executive Assistant to the Provost on maintaining the campus app (Ready App).  <b>Mentor: Kim Morgan, Executive Assistant to the Provost</b></p>	<p>N/A</p>	<p>15 hours per week when classes are in session; can be determined with GA</p>	<p>A stipend of \$4,500 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>
<p><b>Full-Time Graduate Assistant – Grants and Sponsored Programs</b>            Work on pre-award and post-award. Support WSU employees seeking grants in process.  <b>Mentor: Deb Cramer, Financial Manager of Academic Affairs</b></p>	<p>Preferred qualifications, but not required: some experience with grant writing, or superb writing skills.</p>	<p>15 hours per week when classes are in session; can be determined with GA</p>	<p>A stipend of \$4,500 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>

Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p><b>Full-Time Graduate Assistant – Banacos Academic Center – Exam Room Assistant – Two positions Available</b>  Exam Room Assistant: Log in and deliver exams; reformat exams; communicate with professors;  proctor exams; read/scribe exams (unbiased), ensuring academic integrity; act as reader for exams (reading directions, questions and answer choices verbatim, without assisting the test-taker in selecting a response); act as scribe when necessary, assisting students with the dexterity and physical mechanics of writing (must write down verbatim what is being dictated); the scribe is responsible for ensuring that the finished exam accurately reflects the words of the student.  <b>Mentor: Sarah Lazare, Director and Lindsay Towle</b></p>	<p>Ability to exercise discretion and maintain confidentiality. Effective communication skills and ease with relating to people from varying educational, cultural, and social backgrounds; professional, dependable and punctual; responsive to email communications; effective time-management and self-management skills; respectful of different learning styles and abilities; ability to follow multi-step directions; clear and accurate handwriting and typing skills; ability to adhere to WSU Code of Conduct and Academic Integrity policies.</p>	<p>15 hours per week when classes are in session; specific hours will be negotiated, M-F 7:30am – 5:00pm</p>	<p>A stipend of \$2,200 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>
<p><b>Part-Time Graduate Assistant – Center for Undergraduate Research &amp; Creative Activity</b>  CURCA supports undergraduate and faculty scholarship and has created a Wix website to share work and to provide an online presence for the end of the semester CURCA Celebration. This website needs to be continually managed and updated. In addition, a social media presence is an important part of communicating CURCA work internally and externally with others. A student who has knowledge of web design, app design, social media (instagram, Facebook, twitter, etc.) is required for this position.  <b>Mentor: Dr. Lamis Jarvinen, Director of CURCA</b></p>	<p>Web design, social media platforms, creative, independent, dependable.</p>	<p>7.5 hours per week when classes are in session; M-F, flexible depending on student's availability.</p>	<p>\$15/hr per term (Fall and Spring), and six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>

Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p><b>Full-Time Graduate Assistant – Academic Affairs – Workforce Development</b>  The Workforce Development Graduate Assistant will provide support to the Office of Workforce Development and Community Education by performing basic clerical duties, research projects, and other tasks as assigned. The main responsibilities for this position will include assisting with the operation of non-credit classes and events, marketing research and initiatives, researching workforce development trends in the area and compiling reports, helping to manage the non-credit website, tracking and organizing documentation, and other tasks to aid in promoting departmental goals.  <b>Mentor: Brandon Fredette, Community Education Coordinator</b></p>	<ol style="list-style-type: none"> <li>1. Ability to follow written and oral instructions in the English language</li> <li>2. Ability to communicate effectively both orally and in writing</li> <li>3. Ability to establish and maintain harmonious working relationships with others</li> <li>4. Ability to be attentive to detail and perform work with high level of accuracy</li> <li>5. Ability to exercise sound judgment</li> <li>6. Ability to exercise discretion in handling confidential information</li> <li>7. Knowledge and experience with Microsoft Word and Excel and ability to learn other programs</li> </ol>	15 hours per week when classes are in session; schedule is negotiable	A stipend of \$2,200 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i>
<p><b>Full-Time Graduate Assistant – Reading and Writing Center – Writing Consultant</b>  After receiving the necessary training, the graduate assistant in the Reading and Writing Center will serve as a writing consultant. Writing consultants work one-on-one with students from a variety of disciplines to enable these students to improve as writers. The GA will also take on related projects such as designing publicity materials, leading writing groups and/or workshops, and introducing the RWC’s services to graduate students.  <b>Mentor: Catherine Savini, Director</b></p>		15 hours per week when classes are in session; some in-person hours from 9 a.m. to 6 p.m.	A stipend of \$2,200 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i>

Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p><b>Full-Time Graduate Assistant – Urban Education Program</b>            Provide academic and college success strategies, skill improvement, college readiness, general guidance, coaching, mentoring, and career exploration support and initiatives; assist Urban Education student leaders in facilitating ways to work through their ideas and goals, and guide them in student development; mentor and support student leaders in planning, organizing, and implementing programs; create promotional materials; increase social media presence; evaluate and assess current programs and services, research models and other gathering activities for program development; provide administrative support such as mailings, program publicity and logistics.  <b>Mentor: Robert Thornton, Director</b></p>	<p>Relevant work experience, comprehensive knowledge and expertise working with students from diverse socioeconomic populations; experience in program and event planning; proficiency in social media, email correspondence and internet research; multicultural competency; strong oral and written communication skills; ability to use discretion, exercise good judgment, and maintain strict confidentiality; ability to work independently with frequent interruptions and shifting priorities; flexibility and adaptability; a desire to work as part of a team; computer proficiency; bachelor’s degree in a related field; bilingual English/Spanish preferred but not required</p>	<p>15 hours per week when classes are in session fall and spring semesters between 8:30am and 5:00pm with occasional nights and weekends, and 15 hours per week when classes are in session during Summer Sessions I and II to assist with the Summer Bridge Program in which specific hours will be negotiated.</p>	<p>A stipend of \$2,500 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>
<p><b>Full-Time Graduate Assistant – Historical Journal</b>            Light copyediting and/or proofreading of book reviews and articles; fact checking; assist in writing captions; creation of photo essays; subscription management and database management; book review management; mailing out books and working with publishers; research assistant; assist with marketing, publicity and press releases; website and social media; conference displays; attend local history events.  <b>Mentor: Dr. Mara Dodge, Department Chair</b></p>	<p>Outstanding writing, proofreading, and organizational skills; accuracy and attention to detail</p>	<p>15 hours per week when classes are in session; specific hours will be negotiated</p>	<p>A stipend of \$2000 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>

Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p><b>Part-Time Graduate Assistant – Common Goods Food Pantry</b>  Coordinator for Common Goods, Westfield State’s Food Pantry, to assume responsibilities including: outreach and education in the Westfield State community; train and supervise volunteer student staff; help develop an effective inventory tracking system; be the point person for campus and community sponsored food drives; respond to email inquiries; provide on-site coverage as needed; collect and process data and special requests of food pantry users.  <b>Mentor: Tom Convery, Staff Associate</b></p>	<p>Applicants must demonstrate strong organizational skills, strong written and oral communication skills, experience working with vulnerable and disadvantaged populations. Enrollment in degree programs such as Social Work, Psychology, Non-Profit Public Policy or otherwise professionally focused on providing support to disadvantaged populations is highly preferred.</p>	<p>7 ½ hours per week when classes are in session; Tuesdays and Wednesdays between 12 noon and 4 p.m.</p>	<p>A stipend of \$1,100 per term (Fall and Spring), and six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>
<p><b>Full-Time Graduate Assistant – Assistant Coach, Athletics Operations</b>  Manage the Woodward Fitness Center including supervision of Fitness Center student workers, collection of monthly usage statistics, overseeing operations for outside events, and supervision of night operations on select evenings; Assistant Coach for the softball or football program; home game and event management, plan student promotion for sporting events, assist with other events and pep rallies; perform additional duties as assigned by the Athletics Director or Associate Athletics Directors.  <b>Mentor: Richard Lenfest, Athletics Director</b></p>	<p>Demonstrated interest in coaching or playing the sport applying for and interest in a career in athletics.</p>	<p>25 hours per week, nights and weekends required</p>	<p>A stipend of \$6500 per year, and up to twelve* (12) credits of tuition per term (fall and spring). Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>

Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p><b>Full-Time Graduate Assistant – Assistant Coach/NCAA Compliance</b>            Plan student promotions for athletic events and encourage student involvement; assist in pep rally and midnight madness organization; assist with home game and event management; assist with community service and other events and programs; Assistant Coach for athletics including training programs, practice sessions, games, recruitment, team development, strategy implementation; assist with NCAA compliance; perform additional duties as assigned by the Athletics Director or Associate Athletics Director.  <b>Mentor: Nancy Bals, Associate Athletics Director</b></p>	<p>Collegiate coaching and/or playing experience, recommended CPR/AED, First Aid Certified</p>	<p>25 hours per week, some nights and weekends</p>	<p>A stipend of \$6500 per year, and up to twelve* (12) credits of tuition per term (fall and spring). Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>
<p><b>Full-Time Graduate Assistant – Center for Student Success and Engagement</b></p> <ul style="list-style-type: none"> <li>• Help the Academic Support Coordinator create and implement academic strategies workshops and or one on one sessions with students who indicate needs academic support in their courses beyond content support.</li> <li>• Assist with recruitment peer success coaches and develop a training plan for that program.</li> <li>• Manage the area email to address student, parent, faculty, and staff questions.</li> <li>• Supports the Program Coordinator with the ongoing data entry needs of the CARE</li> <li>•Market the workshops and coaching program by creating social media campaigns alongside student staff.</li> <li>• Other duties as assigned.</li> </ul> <p><b>Mentor: Nicole West, Director of Student Success</b></p>	<ul style="list-style-type: none"> <li>• Student must demonstrate high attention to detail and accuracy.</li> <li>• Student must be mature, conscientious, dependable, trustworthy, organized, and accountable.</li> <li>• Student must show leadership ability, longevity of work, commitment to the department, and ability to work as an effective member of a team.</li> <li>• Student must be able to accept direction and training from supervisor and office assistant and be able to carry out assignments accurately and in a timely manner.</li> <li>• Student must have excellent telephone etiquette and customer service skills.</li> <li>• Student must be able to use or learn to use routine office equipment; computer, scanners, copier, printer, fax machine, telephone, etc.</li> <li>• Student must be flexible and able to take on other responsibilities that are</li> </ul>	<p>15 hours a week, evening hours possible.</p>	<p>A stipend of \$2,200 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>

<p><b>Full-Time Graduate Assistant – Center for Student Success and Engagement – Tutoring Program Assistant</b></p> <p>Help with recruiting tutors by attending classroom visits and other campus community meetings to market the program. Assist with setting up contract packets. Manage the area email to address student, parent, faculty, and staff questions. Supports the Program Coordinator with the ongoing data entry needs of the Tutoring &amp; Learning Center. Market the tutoring by creating social media campaigns alongside student staff. Other duties as assigned. <b>Mentor: Nicole West, Director of Student Success</b></p>	<p>not covered in this description.</p> <ul style="list-style-type: none"> <li>• Student must demonstrate high attention to detail and accuracy.</li> <li>• Student must be mature, conscientious, dependable, trustworthy, organized, and accountable.</li> <li>• Student must show leadership ability, longevity of work, commitment to the department, and ability to work as an effective member of a team.</li> <li>• Student must be able to accept direction and training from supervisor and office assistant and be able to carry out assignments accurately and in a timely manner.</li> <li>• Student must have excellent telephone etiquette and customer service skills.</li> <li>• Student must be able to use or learn to use routine office equipment; computer, scanners, copier, printer, fax machine, telephone, etc.</li> <li>• Student must be flexible and able to take on other responsibilities that are not covered in this description.</li> </ul>	<p>15 hours a week, evening hours possible.</p>	<p>A stipend of \$2,200 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.</p> <p><i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>
--	--	---	---