**Doctoral Assistantship**  
**Application Deadline:** Friday, November 30, 2018

The Graduate School is currently accepting applications for the position of doctoral assistant. This position is a 12-month appointment. All interested applicants must be a VCU degree seeking full-time graduate student enrolled in graduate coursework, for credit for at least 9 credit hours during the fall and spring semesters and a minimum of 3 credit hours during the summer term in order to apply. This position precludes other paid employment at VCU.

**Our Mission:**

The Graduate School is a resource for graduate education at the university. Our mission is to provide leadership in all matters relating to graduate education at Virginia Commonwealth University. In keeping with the university’s urban mission, the Graduate School strives to create a stimulating environment for teaching, learning, research, creative expression and public service.

Our covenant is to continue to be perceptive to the changing needs of students and society; proactive and flexible in meeting those needs; adaptive to new, emerging technology; focused on scholarship and advanced research; and committed to ensuring the highest quality graduate programs for qualified students of all ages and backgrounds.

**General Duties:**

The primary responsibility for the graduate assistant will be to serve as an assistant for the Preparing Future Faculty (PFF) Program, Graduate School Mentorship Program (GSMP) and Research Assistance through Mentoring (RAM) Opportunity.

- Various office duties include, but are not limited to: Delivery and dissemination of program information, maintenance of records, course maintenance and planning, development/editing of newsletters, recruit, interview, select and match mentors and mentees, plan/coordinate group meetings, conduct mid-semester interviews, facilitation of ongoing program evaluation/reporting efforts, execution of literature searches and reviews, creation of a spreadsheet/database for mentoring, other duties as assigned.

- The graduate assistant will assist individuals contacting the office via telephone, email, or in person promptly, courteously, and professionally.
Qualifications:

The doctoral assistant must have knowledge of office procedures. Demonstrated ability to follow through with assigned tasks and to work independently as well as a member of a team is essential. Attention to detail is crucial.

- Ability to use computers with a working knowledge of Microsoft Word, Excel, Publisher, and PowerPoint; knowledge of internet-based survey programs (experience with Survey Monkey is a plus); demonstrated experience with management of Blackboard sites and WordPress blog; Banner and ImageNow experience is helpful.

- Must have good organizational skills, demonstrate excellent written and oral communication skills, and maintain a professional appearance and demeanor.

- Students must be enrolled in a graduate program and in good academic standing in order to apply for this position.

Requirements:

This position consists of 20 work hours per week that will be scheduled around the graduate assistant’s class schedule during normal weekday business hours of 8:00 a.m. to 5:00 p.m. Occasional evening and/or Saturday hours for specific events may be required for special events sponsored by the Graduate School.

- Preference will be given to candidates who have a demonstrated ability to meet the qualifications described in this announcement and/or have knowledge of and experience with working in higher education programs. Also, special consideration will also be given to students who are enrolled in graduate level coursework during the spring 2019 semester and plan to be a full-time graduate student at VCU for at least the next two academic years. The successful candidate should be available to begin working January 10, 2019.

- This assistantship precludes other paid employment.

Application Process:

- Students must already be enrolled in or accepted into a graduate degree program at VCU in order to apply for this position. Applicants are strongly
encouraged to submit a brief statement of interest in the position in the form of a cover letter and a resume/curriculum vitae.

- Please electronically submit application materials no later than 12:00 p.m. on Friday, November 30, 2018 to gradschool@vcu.edu with Doctoral Assistantship Position as the subject. A review of applications will be ongoing through the application deadline and qualified candidates will be contacted as identified.

- Students who are/will be receiving financial aid should consult their financial aid advisors to see if/how their financial aid package might be affected by the assistantship funding.

Virginia Commonwealth University is an equal opportunity/affirmative action employer.