



## CSD Job Description for Graduate Assistants

Revised 3/22

### Requirements:

- First year graduate student in the 2-year M.S. SLP Program
- Maintains minimum GPA of 3.0
- Motivated self-starter, punctual, organized, good telecommunication skills (e.g., calling clients on the phone)
- Maintains documentation of work with individual faculty/staff members

### Duties for Graduate Assistant for Faculty Members:

1. Complete up to 10 hours of work per week for 13 weeks per semester (1<sup>st</sup> year fall and 1<sup>st</sup> year spring semesters, if renewed)
2. Assist Clinical Director on assigned clinical work
3. Assist faculty members with work as they assign (e.g., class related, research related)
4. Assist with data storage and sharing for video supervision technology
5. Assist Administrative Assistant with tasks as needed

Additional duties not listed may also be assigned on an "as needed" basis

The Graduate Assistant (GA) will be paid \$12.00 per hour for the 1<sup>st</sup> year Fall semester. Renewal for the following semester (1<sup>st</sup> year Spring) is dependent on quality of performance during the previous Fall semester and maintenance of 3.0 GPA. The GA must maintain documentation of work with individual faculty/staff members on a weekly basis. The GA will receive a pay check bi-weekly from the university and will need to complete a weekly timesheet. For out-of-state students, the position also comes with an out-of-state tuition waiver for the time employed as a GA. This waiver allows students to pay the in-state tuition rate

**Department of Communication Science and Disorders**  
**Graduate Student Assistantship Application**  
**Deadline January 15<sup>th</sup>**  
**Upload your application to your CSDCAS application**

Prospective Graduate Assistant Name/Date: \_\_\_\_\_

Overall GPA from Undergrad Institution \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Current E-mail address: \_\_\_\_\_

1. Include a typed Statement of Interest: (include "why" you would like to serve as a GA and any experience you have in this type of work as previously described from an undergraduate standpoint, if any)
2. Provide a list of extracurricular activities, leadership roles, volunteering, job shadowing, and work experiences during and/or after pursuing your bachelor's degree.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Position notification will be awarded in the admissions offer or during orientation if all positions have not been filled.