



Graduate Assistant Job Description

Job Title: Graduate Student Administrative Assistant for Strategic Partnerships and Initiatives
Department: Division of Enrollment, Marketing and Communication (Enrollment Management)
Reports to: Joshua O.D. Williams, Assistant Director of Strategic Initiatives and Partnerships, jwilliams4@bellarmine.edu or 502.272.8136

Summary:

The purpose of this role is to support the Office of Strategic Partnerships and Initiatives, which oversees a variety of diverse pathways, pipelines, and partnerships for student enrollment. Primary responsibilities of this position include outreach and engagement with a variety of students (both prospective and current), as well as some partner interaction. Internal collaboration and communication with various offices across campus will be expected as needed. Additional opportunities will involve event planning and programming, benchmark research and data collection, and other related tasks.

Essential Functions:

Major Tasks and Responsibilities

- Partnership outreach and engagement: interacts with diverse groups of students and partners.
- Collaboration and communication: provides support for various initiatives internally (offices on-campus) and externally (organizations off-campus) as needed.
- Event and project management: assists in event planning/scheduling and project oversight.
- Data exploration and analysis: collects information to support various grant applications, partnership proposals and reports, etc.

Required Qualifications:

- Must be a regularly admitted graduate student in good academic standing in their program and school.
- Must maintain active status throughout the duration of the graduate assistantship.
- Must be able to regularly work between 10 and 13 hours a week.

Education, Knowledge, Skills, Abilities

- Bachelor's degree in a related area
- Strong communication and presentation skills

- Ability to work both independently and with a team
- Excellent attention to detail
- Familiarity with Microsoft Office Suite
- Flexibility, proactivity, leadership, and organization

Preferred Qualifications (not required):

- Customer service experience
- Project management
- Professional goals in education or related field
- Event planning
- Master’s degree in a related area
- Data entry
- Familiarity with Bellarmine
- Research experience

Supervisor Responsibility (tentative):

Graduate assistant may supervise student workers (if any), but scope of supervision is minimal.

Work location:

This position will be hybrid, so both in-person (on-campus) and remote (virtual) work are expected. Work time and completion will vary depending at different points throughout the course of the academic year. Advance notice will be given to allow for appropriate scheduling accommodations. Night/weekend work may be requested on few occasions as needed.

Note:

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor.

Human Resources Use:

FLSA:	Job Group:
CUPA Code:	Grade:

Date approved:
Approved by:

Last revised:
Revised by: