



CSD Job Description for Graduate Assistants

Revised 6/19

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 10 of work per week for 13 weeks per semester (1st year fall and 1st 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 up to \$1300 for the 1st year Fall semester depending on hours worked. Renewal for the following semester (1st 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.

**Department of Communication Science and Disorders
Graduate Student Assistantship Application**

Deadline January 15th, 2020

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.