

Graduate Assistantships – 2017-2018 Summer, Fall, and Spring Semesters

Applicants must apply directly to each department, submitting an application and all application materials to the supervisor at the mailing address or email address listed. If sending via email, include the application and all supporting documents within the same email.

The following assistantships provide the current minimum wage of \$8.15 per hour (unless otherwise noted) and tuition remission. The number of tuition remission credits is listed next to the appropriate semester. The number of positions available in each department is in parenthesis next to the name of the department/position.

The deadline date for submitting applications for the following positions is Friday, March 31, 2017. Remember, all applicants must be accepted degree students in a graduate program.

**Attached: Graduate Assistantship Application
 Weekend Degree Graduate Assistantship Application**

Department/Position: **Adult, Evening and Weekend Office (1)**

Appointment Date: May 15, 2017 – May 4, 2018

Hrs. per week/Wage: 20 hrs /\$8.15 per hour

Responsibilities: The Adult, Evening and Weekend office services and advises all non-traditional undergraduate students who can take classes during the day, evenings, weekends or online and reports to the Director of the Weekend Degree Program. Some evening and Saturday hours are required.

Duties are to assist the director with various administrative tasks for the Adult/Weekend Degree Program:

- Responding to phone and email correspondence for AWE office
- Data collection and reporting
- Creating newsletters and announcements for AWE students
- Sending email communications to AWE students
- Manage AWE web page
- Assist with monitoring student degree requirements
- Assist with orientation (January and August)
- Track WDP Faculty information
- Communication to WDP Faculty and GA's
- Other administrative duties as needed

Requirements: Be currently enrolled in a fulltime Master's Program; proficient in Microsoft office (word, excel) and Outlook; experience working in an office setting, Higher Education experience preferred; experience working with adult students/customers and confidential information; strong writing skills and problem solving skills; ability to have a flexible schedule.

Tuition Remission: Summer 2017: 6 cr. hrs.
Fall 2017: 9 cr. hrs.

Hiring Supervisor: Patricia Meyer

Address to send to: Xavier University
Weekend Degree Program
Attn: Patricia Meyer
3800 Victory Pkwy.
Cincinnati, OH 45207- 1142
meyerp@xavier.edu

Department/Position: **Commuter Services (1)**

Appointment Date: August 21, 2017 – May 4, 2018

Hrs. per week/Wage: 20 hrs /\$8.15 per hour

Responsibilities: Coordinate the daily services in the Commuter Services Office/Lounge and build connections with the commuters who frequent the lounge. Plan events and programs targeting the commuter and off campus population(s). Communicate on a weekly basis with the Manager of Commuter Services about the activities/programs being planned, the personnel, and any concerns. Create mid-year and annual reports. Hire, train and supervise the student staff in the office. Advise the Commuter Council and attend biweekly meetings. Function as the central network person to assure that commuter students have their needs met and their questions answered. Maintain the Commuter Services Website and assist with office communications. Attend staff meetings and university and divisional gatherings as scheduled. Assist with all divisional and office goals and other duties as assigned.

Qualifications: Xavier University graduate student. Excellent verbal and written communication skills. Excellent people skills and a willingness to supervise the student staff. Programming experience. A willingness to learn about commuter services and to participate in programs. Excellent computer skills/knowledge. Coordinator will work 20 hours in the Commuter Service Office (hours will be scheduled over four of the five weekdays). Some weekend and evening hours may occur.

Tuition Remission: Fall 2017: \$3,500 (not to exceed tuition charges)
Spring 2018: \$3,500 (not to exceed tuition charges)

Hiring Supervisor: Chris Marshall

Address to send to: Xavier University
Commuter Services and Off Campus Living
Attn: Chris Marshall
3800 Victory Pkwy.
Cincinnati, OH 45207- 2124
Marshallc5@xavier.edu

Department/Position **Connection Center/Conaton Learning Commons & McDonald Library-Circulation (5)**

Appointment Date: **1st-2nd position:** May 8th, 2017 – May 4th, 2018
3rd -5th position: August 21st, 2017 – May 4th, 2018

Hrs. per week/Wage: 10 hrs./\$8.15 per hour
Weekends and evening hours required.

Responsibilities: Performs basic circulation functions using the Library's automated system. Maintains electronic files, statistics and other records. Interacts with Learning Commons and Library patrons in person as well as by telephone. Assists patrons by responding to non-reference requests, locating materials, and solving problems with computer workstations and other equipment. Maintains public areas and equipment as needed. Aids during emergencies. Responsible for opening and closing the Learning Commons and Library as needed. Responsible for supervising student workers and Connection Center activities in the absence of the Circulation Supervisor.

Qualifications: Strong customer service orientation, experience with computers and ability to troubleshoot minor computer problems; familiar with the role of the Library, Connection Center & Learning Commons within the university; excellent communication and problem solving skills. Previous library experience and supervisory experience preferred.

Tuition Remission: **1st-2nd position:**
Summer 2017: 3 credit hours
Fall 2017: 6 credit hours
Spring 2018: 6 credit hours
Remission rate not to exceed current MA/MS rate of \$635 for 2017-2018
Learning Commons & Library Summer Hours:
Monday-Thursday 8:00 am – 10:00 pm
Friday & Saturday 8:00am-5:00pm
Sunday Closed
Learning Commons & Library Fall/Spring Hours:
Monday-Thursday 7:00 am -1:00 am
Friday 7:00 am – 7:00 pm
Saturday 8:00 am – 5:00 pm
Sunday 10:00 am – 1:00 am
Remission rate not to exceed current MA/MS rate of \$635 for 2017-2018
3rd – 5th position:
Fall 2017: 6 credit hours
Spring 2018: 6 credit hours

Learning Commons & Library Fall/Spring Hours:
Monday-Thursday 7:00 am -1:00 am
Friday 7:00 am – 7:00 pm
Saturday 8:00 am – 5:00 pm
Sunday 10:00 am – 1:00 am

Hiring Supervisor: Megan Martin

Mailing Address: Xavier University
Conaton Learning Commons
Attn: Megan Martin
3800 Victory Pkwy.
Cincinnati, OH 45207-1120

Email Address: martinm29@xavier.edu

Position #1: HRD WEEKEND POSITION

Department/Position: **Human Resource Development (1)**

Appointment Date: August 2017 – May 2018

Hrs. per week/Wage: 10 hrs/wk; \$8.15 per hour fall/10 hrs/wk per hour spring
Includes two weekends per month – Friday night 5:00 pm – 10:00 pm,
Saturday 7:00 am – 6:00 pm, Sunday 7:00 am – 12:30 pm.

Responsibilities: Assist the Director and faculty of the MS in Human Resource Development program.

Qualifications: Excellent oral, written, and interpersonal skills. Excellent computer skills necessary, specifically in Word, Powerpoint, Excel and Access. Must be able to work independently, problem solve, and take initiative. Must be able to lift a minimum of 50 lbs. Must have reliable transportation during weekend classes.

Tuition Remission: Fall: 6 credit hours
Spring: 6 credit hours
Remission rate not to exceed current MA/MS rate of \$635 for 2017-2018

Hiring Supervisor: Dr. Brenda Levya-Gardner

Mailing Address: Xavier University
Human Resource Development Program
Attn: Dr. Brenda Levya-Gardner
3800 Victory Pkwy.
Cincinnati, OH 45207-3211

Email Address: gardner@xavier.edu – one pdf file with cover letter, application, email addresses of references, current resume. No postal applications will be accepted.

Position #2: HRD WEEKDAY POSITION (1)

Department/Position: **College of Professional Sciences, Human Resource Development (1)**

Appointment Date: August 2017 - May 2018

Hrs. per week/Wage: 10 hrs/wk; \$8.15 per hour fall/10 hrs/wk per hour spring
Hours will be scheduled Monday-Friday during 8:30-5 pm hours.
(Occasional weekend/evening hours may be required.)

Responsibilities: Assist the College of Professional Sciences faculty and staff with academic and administrative responsibilities

Qualifications: Excellent oral, written, and interpersonal skills. Excellent computer skills necessary, specifically in Word, Powerpoint, Excel and Access. Must be able to work independently, problem solve, and take initiative.

Tuition Remission: Fall: 6 credit hours
Spring: 6 credit hours
Remission rate not to exceed current MA/MS rate of \$635 for 2017-2018

Hiring Supervisor: Dr. Brenda Levya-Gardner

Mailing Address: Xavier University
College of Professional Sciences
Department of Leadership Studies & Human Resource Development
Attn: Dr. Brenda Levya-Gardner
3800 Victory Pkwy.
Cincinnati, OH 45207-3211

Email Address: gardner@xavier.edu – one pdf file with cover letter, application, email addresses of references, current resume. No postal applications will be accepted.

Weekend Degree Graduate Assistantships – Summer and Fall 2017

Applicants must apply directly to each department, submitting an application and all application materials to the supervisor at the mailing address or email address listed. If sending via email, include the application and all supporting documents within the same email.

The **deadline date** for submitting applications for all the following departments is **Friday, March 31, 2017**.

Positions in the following areas **may be available** for the Summer 2017 and/or Fall 2017 semesters. Please indicate on your application which semester/semesters you are applying for.

To be considered for these positions, **you must be an accepted degree student and have experience or a degree in the area for which you apply**. Each of these positions provides minimum wage (currently \$8.15 per hr.) and tuition remission corresponding with the number of credits of the Weekend Degree course (a 3 credit hour course offers 3 credit hours of graduate tuition remission).

Department: **Business Accountancy (1)**

Semesters: Summer 2017

Hiring Supervisor: Dr. Kevin Devine

Mailing Address: Xavier University
Accountancy Department
Attn: Dr. Kevin Devine
3800 Victory Pkwy.
Cincinnati, OH 45207-1211

Email Address: devine@xavier.edu

Department: **Economics (1)**

Semesters: Summer 2017

Hiring Supervisor: Dr. David Yi

Mailing Address: Xavier University
Economics Department
Dr. David Yi
3800 Victory Pkwy.
Cincinnati, OH 45207-1212

Email Address: yid@xavier.edu

Department: **Management (1)**

Semesters: Fall 2017

Hiring Supervisor: Dr. Rashmi Assudani

Mailing Address: Xavier University
Management & Entrepreneurship
Attn: Ms. Anita Vater
3800 Victory Pkwy.
Cincinnati, OH 45207-1215

Email Address: vater@xavier.edu

Department: **Marketing (1)**

Semesters: Fall 2017

Hiring Supervisor: Dr. Clint Schertzer

Mailing Address: Xavier University
Marketing Department
Attn: Dr. Clint Schertzer
3800 Victory Pkwy.
Cincinnati, OH 45207-1214

Email Address: schertzer@xavier.edu

Department: **Mathematics (2)**

Semesters: Fall 2017

Hiring Supervisor: Dr. Dena Morton

Mailing Address: Xavier University
Mathematics Department
Attn: Dr. Dena Morton
3800 Victory Pkwy.
Cincinnati, OH 45207-4441

Email Address: morton@xavier.edu



I am applying for: _____

IMPORTANT INFORMATION

Applicants must be accepted into a degree seeking graduate program at Xavier University to be considered for a graduate assistantship. Assistantship applications from students not accepted to a degree program will not be eligible for consideration.

Appointment as a graduate assistant may affect other financial aid eligibility (i.e. Xavier grant, scholarship, or tuition discount). Students receiving employee reimbursement and Xavier employees and their dependents are not eligible to apply.

Submit ALL of the following materials to the specific department listed on the website:

- ✓ this application form
- ✓ current resume
- ✓ one-page essay stating your qualifications
- ✓ name and phone numbers of two academic and/or professional references

Applications received after the deadline and/or incomplete applications will not be considered.

It is the applicant's responsibility to make sure applications are complete.

Personal Information:

Name: _____ Student ID #: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone (____) _____ Evening Phone (____) _____

Email: _____

Education Information:

Graduate Program: _____ Expected Graduation Date (mnth/yr): _____

Computer Experience:

PC MAC

Software Experience: Microsoft Office

Dreamweaver Banner SPSS

Other _____

For Office Use Only

Date Received: _____ GPA: _____ Test: _____ Score: _____

Verify Degree Program: _____



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Appointment as a graduate assistant may affect other financial aid eligibility (i.e. Xavier grant, scholarship, or tuition discount). Students receiving employee reimbursement and Xavier employees and their dependents are not eligible to apply.

Weekend Degree Graduate Assistants (GAs) assist instructors and the Weekend Degree Program in the delivery of materials and instruction. Weekend Degree GAs work a total of eight hours per week for eight weeks and must be available on Saturdays and Sundays. Compensation includes minimum wage and tuition remission. (Tuition remission corresponds with the number of credits of the Weekend Degree course, e.g. a three credit course offers three credits of graduate tuition remission and is applied to the same semester in which the assistantship occurs).

Responsibilities include:

- attend the faculty development workshop, pre-assignment session, and weekly Saturday class
- provide faculty support for instruction and evaluation
- conduct weekly tutoring sessions
- other duties as assigned by the department or instructor

Students applying for Weekend Degree Graduate Assistantships must have relevant experience, an applicable undergraduate degree, or should be pursuing a graduate degree in the same area as the department they are applying to.

Submit ALL of the following materials to the specific department listed on the website:

- ✓ this application form
- ✓ current resume
- ✓ one-page essay stating your qualification
- ✓ name and phone numbers of two academic and/or professional references

Applications received after the deadline and/or incomplete applications will not be considered.

It is the applicant's responsibility to make sure applications are complete.



XAVIER
UNIVERSITY

**Weekend Degree Program
Graduate Assistantship Application**

Name: _____ Student ID #: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone (____) _____ Evening Phone (____) _____

Email: _____

Education Information:

Graduate Program: _____ Expected Graduation Date (mnth/yr): _____

I am applying to the _____ Department.

You must fill out an application for each area of interest. You must have experience, an undergraduate degree, or currently be pursuing a graduate degree in the area you select. You will be considered for available positions in the area you indicate. (PLEASE NOTE: Not all departments will offer courses each semester.)

If you have indicated an area not associated with your undergraduate degree or current graduate program, please explain the extent of your experience:

Please list any other areas of expertise you would like to be known:

<p>For Office Use Only Date Received: _____ GPA: _____ Test: _____ Score: _____ Verify Degree Program: _____</p>
