

**Graduate Assistant
Philosophy and Religious Studies Departments**

Function:

The successful applicant will provide administrative support for the Philosophy and Religious Studies Departments under the College of Humanities and Social Sciences, and the Institute for Philosophy and Public Policy (IPPP) and the Korean Studies Center (KSC).

Required Skills/Qualifications:

This graduate assistantship is open to full-time graduate students.

Must be eligible for employment in the United States, and able to provide appropriate documentation upon request.

Position Responsibilities:

A. Provide office support to both departments by answering and directing student and public inquires to the appropriate faculty/staff member, office, or department.

B. Assist department faculty with administrative needs to include, but not limited to: scanning, copying, library reserves, etc.

C. Coordinate room reservations for events and meetings for both departments using the University's room reservation system (25live).

D. Assist with maintaining the filing system for both departments to include: syllabi, teaching/office hours schedules, various student services forms, etc.

E. Perform other duties and tasks as assigned.

Time Commitments:

The Graduate Assistant position is designed for a 20 hour per week work commitment.

Compensation:

The successful applicant will receive \$11,373 - \$13,428 depending on qualifications and education level. Tuition waivers may also be available for eligible students.

To apply:

To apply, please submit an electronic letter of interest, resume, and three professional references via email by September 20, 2013 to: jkopac@gmu.edu