

Graduate Assistant, Greenwood Laboratory

School Requirements:

- Have a 3.0 GPA
- Be enrolled in nine (9) hours of graduate school
- Sign the appointment form
- Complete all necessary paperwork (PAF, I-9, W-4, Direct Deposit, etc...)
- Complete compliance training on confidentiality, FERPA, etc...
- Submit monthly time sheets
- Pass a background check/screening process

Duties and Responsibilities:

- Graduate Assistants (GA's) will be required to work 20 hours per week during the semester.
- GA's will assist in the main office with tasks that are needed for day-to-day function.
- GA's will assist in the lunchroom, monitor recess, and assist with carline.
- GA's will substitute when needed.
- GA's will assist teachers with courses, field trips, etc..
- GA's will work one on one with students when needed.
- GA's will assist in the set up and organization of school events.
- GA's will perform any other duties deemed appropriate by the main office personnel.
- GA's will maintain a professional appearance, report during their hours of commitment, and communicate any absences in a timely manner.
- GA's will uphold confidentiality and maintain a professional demeanor toward all students, teachers, staff, and families.
- GA's will address our stakeholders with manners and positive energy.

Compensation:

- GA's will be paid a semester stipend of \$5,048 by Greenwood Laboratory School.

Please send a brief email of your interest and a resume' to:

Jennifer Hopkins, Assistant Director

Greenwood Laboratory School

JeniHopkins@MissouriState.edu

AND

David Geurin, Director

Greenwood Laboratory School

DavidGeurin@MissouriState.edu