WSU Outreach & Continuing Education Department
Graduate Assistant Position Available

Availability: This Graduate Assistant position will start in January, 2012 and will primarily assist in the areas of advising, program development and business solutions. However, the duties will not be limited to these areas and the Graduate Assistant may assist in the many diverse areas of the Outreach & Continuing Education Department. Application materials will be accepted October 3-21, 2011.

Required Application Documents: To apply for this position please submit your resume, references and a cover letter stating your qualifications for the position, why you are interested in this position, your career goals, how many hours per week during the academic year you are available to work, and any other pertinent information you would like to share to:

Jenny Lamberson
WSU Outreach & Continuing Education Department
Somsen 106
PO Box 5838
Winona, MN  55987
jlamberson@winona.edu
507-457-2963

The preferred candidate will have a general knowledge of adult learner theory and advising practices, research skills and project management skills. Applicant must be a full-time degree seeking graduate student.

The following is a sample listing of some of the duties the Graduate Assistant may perform:

- Research on a wide variety of topics related to the work that OCED does including best practices, new program topics, technology, delivery methods, etc.
- Data analysis
- Development of orientation materials geared to Adult Entry Program students
- Development of web pages with resources for Adult Entry Program student and Professional Studies majors
- Conduct focus groups and/or surveys
- Conduct follow up on individual advising issues
- Participate in departmental meetings, events and process improvement activities
- Development/coordination of marketing materials for OCED programs and offerings including area distribution

For general information about WSU Graduate Assistantships refer to the Graduate Studies website: http://www.winona.edu/graduatestudy/GradAssistGuide.html.