

All graduate assistantships should benefit the graduate student and the academic unit or University department. As a general rule, the duties and tasks should support the professional development of the graduate student.

### **Level I**

#### **Administrative support**

Duties may include a variety of administrative tasks including but not limited to:

- Clerical support activities
- Assistance with event planning
- May serve as initial point of contact with prospective students
- Conducts campus or departmental tours
- Participates in student orientation activities

### **Level II**

#### **Administrative/research support**

Duties at this level should be associated with furthering the acquisition, analysis, and dissemination of knowledge for the graduate assistant. Duties may include a variety of administrative tasks and research support including but not limited to:

- Participation in student recruitment/student success and retention activities
- Website/social media site maintenance
- Assist in the development of marketing material
- Assist in the development of the academic unit and/or departmental outreach initiatives
- Participate in public service activities
- Data gathering and data entry
- Engages in literature searches
- May serve as photographer and videographer at athletic events
- May assist the athletics director in the preparation of press releases

### **Level III**

#### **Research/instructional/athletics support**

Duties at this level should be associated with furthering the acquisition, analysis, and dissemination of knowledge for the graduate assistant. Duties may include a variety of research/instructional support tasks including but not limited to:

- Data gathering, entry and analysis
- Prepare reports as directed by supervising faculty or department director
- Engage in literature searches and write literature reviews
- Perform independent research under direction of faculty
- Serve as a laboratory assistant
- Assist faculty with laboratory instruction and activities
- Design experiments
- May serve as a tutor for individuals or small groups of students
- Assist faculty with grading papers
- Assists with editing and preparation of manuscripts
- Serve as co-author with supervising faculty on research papers and conference presentations
- Assist faculty in the preparation of or prepare Institutional Review Board (IRB) Application
- May prepare press releases for athletic events
- May perform graphic design work
- May participate in game management activities as directed by coaching staff or director