RIT

GRADUATE ASSISTANT/GRADING ASSISTANT/TECHNICAL ASSISTANT*
JOB DESCRIPTION FORM

College/Department: _____/_____

Department #: _____   Classification**: ☐ GA   ☐ GGA   ☐ GTechA

Department Contact: _____   Supervisor: _____

Contact Phone #: _____   Supervisor Phone #: _____

Contact Email: _____   Supervisor Email: _____

* Non-exempt employees/paid by the hour.
**Refer to the *Graduate Assistant Employment Polices and Job Classification* and/or the *Graduate Assistant Job Duties* and/or the *Graduate Assistant Job Classification & Pay Rates* documents for information about the selecting the correct employment classification.
_____

Position Summary:
☐ GA – Performs professional-level administrative support functions or special projects for an academic department.
☐ GGA – Assists faculty member with grading of student assignments
☐ GTechA – Provides technical assistance in the day-to-day operation of computer labs

General Duties (check all that apply):
☐ GA – Perform office duties including preparation of PowerPoint presentations, data entry, collating marketing materials, etc.
☐ GA – Assume responsibility for carrying out a project in an office with other students
☐ GA – Supervise a computer laboratory
☐ GGA – Assist a faculty member with grading student assignments
☐ GTEchA – Troubleshoot system and printer problems; assist faculty and students with desktop and server isses
☐ GTEchA – Install software as requested and document all systems changes
☐ GTEchA – Direct and manage the daily operation of computing labs

Other Duties (please describe):

Qualifications/Special Skills Required:
Must be a full-time student, matriculated in a Masters or PhD degree program.

Other (please describe):

All hiring paperwork must be accompanied by a completed Job Description Form.
Attach the completed form to the "Graduate Assistant Hire Form" and send to the SEO.

Updated 5/20/22