



**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 Policies 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.

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**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 issues
- ☐ 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.