



Job Description: Graduate Assistant – Research, Assessment, and Curriculum Design Unit

Employee Name:	Department Name: Academic Affairs, Center for Public Service
Reports To: Myriam Huet, Assistant Director	Position Location/Address: 6823 St. Charles Avenue, Alcee Fortier Hall, New Orleans, LA 70118
Position Shift/Work Schedule: flexible Position Shift/Work Schedule/Remuneration: Flexible: 10-15 hrs per week, \$17 per hour	Fair Labor Standards Act Status: (Compensation to complete)

POSITION SUMMARY:

The Graduate Assistant works with the Assistant Director for Research, Assessment, and Curriculum Design to coordinate the collection and organization of data for the 2026 Carnegie Classification for Community Engagement application and supports the AD throughout the application process. The Graduate Assistant also assists the Assistant Director with programmatic and administrative tasks.

REQUIRED EDUCATION AND EXPERIENCE:

1. Currently enrolled in a doctoral program at Tulane University.
2. 10-15 hours per week.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:

1. Knowledge and application of Microsoft Word, Power Point and Excel. Willingness to learn other platforms as needed (MailChimp, Qualtrics, etc.).
2. Excellent oral and written communication skills; high-level professionalism.
3. Ability to set priorities, balance multiple initiatives simultaneously, and be responsive to communications.

PREFERRED SKILLS:

Knowledge of and experience with quantitative and qualitative data processing and analysis, graphics, and write-ups.

COMPENSATION:

1. \$17/hour
2. 10-15 hours of office work per week
3. Appointment through Spring 2025

UNIVERSITY-WIDE ESSENTIAL FUNCTIONS:

An incumbent assigned this classification will perform some or all of the following universal essential functions approximately 95 percent of his/her/their time:

UNIVERSAL ESSENTIAL FUNCTIONS:	Typical % Allocation
In collaboration with the assistant director, provide support to the Carnegie Re-Classification application process: <ul style="list-style-type: none"> - Work with AD to collect and organize data from campus-wide units - Help AD follow up with and support campus partners and CPS staff with data compiling and submission - When needed, integrate data into narratives - Help research data sources - When needed, create visuals from data 	75% of job
Provide programmatic and administrative support to AD: <ul style="list-style-type: none"> - Support newsletter content input - Assist promotion of announcements for grants and other opportunities - Assist with development of workshops for faculty 	15% of job
Perform other duties as requested or required	10% of job

UNIVERSAL PERFORMANCE STANDARDS:

Completes all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.

Apprises supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.

Exercises sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.

Exhibits a willingness to perform other duties as requested or required efficiently and timely.

Complies with all policies and procedures as stipulated in the Tulane Staff Handbook.

<p>Financial Responsibility: <input type="checkbox"/> Amount \$ _____ or <input checked="" type="checkbox"/> No</p> <p>Note: Financial responsibility includes authority to use a P-card and engage in departmental purchasing, departmental petty cash funds, departmental budgets, and/or financial management of other assigned accounts.</p> <p>Supervisory Responsibility: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is this position at risk of exposure to bloodborne pathogens Yes <input type="checkbox"/> or No <input checked="" type="checkbox"/></p> <p>Is this position at risk of exposure to tuberculosis? Yes <input type="checkbox"/> or No <input checked="" type="checkbox"/></p> <p>FERPA STATEMENT: Employee provides services associated to the Tulane University, which is a covered entity under the Family Educational Rights and Privacy Act of 1974 (FERPA). In the scope of performing functions, including but not limited to management, administrative, and operational support services, I may have access to student education records, with information, whether oral, written, electronic, visual, pictorial, physical, or any other form, that relates to an individual's past, present or future educational record. An education record is any record that contains information which is directly related to the student including personally identifiable information such as student name, student ID number, or personal characteristics, grades, GPA, class schedules, class roster, a computer screen, a computer printout, notes taken during an advising session, or a document in a University Office. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

SIGNATURES: In signing below, I certify that this job description is an accurate representation of the responsibilities of this position.

_____ Employee	_____ Date
_____ Supervisor	_____ Date

Note: This job description is not an employment contract and may be modified at any time at the

discretion of the department or university.

REV 06.02.23 (ER)