

## EAST STROUDSBURG UNIVERSITY of Pennsylvania

Reibman Administration Building East Stroudsburg, PA 18301-2999 (570) 422-3536 toll-free (866) 837-6130 Email: grads@esu.edu

## **Graduate & Extended Studies**

## Graduate Assistant Position Description

A position description <u>must</u> be attached to each GA request unless a previously approved description is on file at the Graduate Office. Completed request implies agreement with policies regulating the GA program.

Section I	
1. Graduate Assistant Position Title:  Example: Research Assistant	
2. Academic Department/Area (include contact number):  Example: Political Science	Contact Number
3. Function of this Organizational Unit:  Limit to one sentence	
4. Purpose of the Position:  Limit to one sentence	
5. Location of Work:	
6. Work Hour Requirements or Preference:	
7. Does the position require interaction with youth below the age of 18?	□ No
Section II	
8. To which master's degree program does this position description align (e.g. specific prolearning outcomes)?  Specific Master's Program S S S S S S S S S S S S S S S S S S S	gram & student
<ul> <li>9. Principal Responsibilities and Tasks/Duties (Provide a bulleted list)</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
10. Required Qualifications (Example: Drivers License; BOC Certified; Criminal Backgroun	d Check)
11. Preferred Qualifications	

position description form revised 9/3/2021