



**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 must 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?

☐ Yes

☐ No

Section II

8. To which master's degree program does this position description align (e.g. specific program & student learning outcomes)?

Specific Master's Program

Student Learning Outcome

9. Principal Responsibilities and Tasks/Duties (Provide a bulleted list)

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10. Required Qualifications (Example: Drivers License; BOC Certified; Criminal Background Check)

11. Preferred Qualifications