Position Description

Working Title: Graduate Assistant
Home Department: Office of the Provost

Position Summary:
The graduate assistant is part of a team of graduate assistants that report to the Office of the Provost at Vanderbilt University. The Office of the Provost is seeking graduate assistants who will work in one of six provost area offices. Graduate assistants may assist with synthesizing information and producing written research and benchmarking reports; attending meetings and recording minutes; and assisting with project and event coordination.

Time Commitment:
The position will begin in August 2022 and last for 9 months. Continuation of the assistantship will depend upon satisfactory performance of your assigned duties and progress toward your degree. You will be expected to work 20 hours per week excluding university breaks. This may include some evening and weekend hours.

About the Work Unit:
The Office of the Provost is seeking graduate assistants who will work in one of six provost area offices including: Office of the Provost, Vice Provost for Faculty Affairs, Vice Provost for Career Advancement and Engagement, Vice Provost for Graduate Education, Vice Provost for Academic Affairs, and Vice Provost for Research.

About the Office of the Provost
As the chief academic officer for Vanderbilt University, the provost has broad responsibility over academic, student and faculty affairs, and manages the development and implementation of academic policies and procedures. The provost is also responsible for overseeing the implementation of the university’s academic strategic plan.

The Office of the Provost works closely with the chancellor and other vice chancellors to fulfill the university’s mission.

- We embrace the benefits of broad-based liberal education within a highly active research environment
- We promote values of scholarship, leadership, and collegiality in the pursuit of excellence in discovery and learning, and service within an engaged living-learning campus community
- We educate the whole student to prepare each to be active citizens that engage, question and forge positive change in our world
- We are committed to fostering an inclusive and safe environment that embraces diversity and diverse perspectives
We are One Vanderbilt, a uniquely synergistic collection of 10 colleges and schools on a geographically central university campus

**Key Functions and Expected Performance:**

- Demonstrate an interest in learning and growing professionally by challenging oneself and asking the appropriate questions when necessary.
- Demonstrate a willingness to support colleagues across the division in order to encourage the implementation or fulfillment of divisional goals and strategic priorities; other duties as assigned.

**Supervisory Relationships:**
This position reports administratively to Anna Thomas with daily supervision from the office the graduate assistant is assigned.

**Education and Certifications:**
- Full-time enrollment in graduate degree program in Peabody College at Vanderbilt University is required.
- Enrollment in the M.Ed. Higher Administration Education program in the Department of Leadership, Policy, and Organizations at Peabody College is strongly preferred.

**Experience and Skills:**
- Ability and maturity to handle confidential information is necessary.
- Ability to function well under pressure and in a fast-paced office environment is necessary.
- Ability and maturity to work with high-level university administrators is necessary.
- Ability to work with a high degree of autonomy is necessary.
- Advanced knowledge of MS Word, Excel, and PowerPoint is necessary.
- Proficiency in synthesizing large and disparate sources of information to be presented as succinct findings and recommendation is strongly preferred.
- Excellent verbal and written communication skills, including advanced writing ability and editorial precision is strongly preferred.
- Qualitative and quantitative research experience, including knowledge of assessment methods is preferred.
- Excellent decision-making and time management skills is preferred.
Compensation:

**GA:** The compensation for this assistantship includes an annual stipend paid over the 9-month period (33% of Peabody tuition) and a 66% tuition scholarship, (33% paid by the Office of the Dean of Students/Office of the Provost and 33% paid by Peabody College) paid directly to your student account. The tuition benefit is for the total minimum number of hours needed to complete your academic program.

NOTE: It is required that you apply for financial aid and request that any available work-study funding be used towards these positions.