

# **JOB OPENING: USD Graduate Students**

## ***Graduate Student Assistant***

The ***Graduate Studies Committee for the College of Arts and Sciences*** has a position available immediately for a ***Graduate Student Assistant***.

***Job Description:*** Provide assistance to the chair of the Graduate Studies Committee for the College of Arts and Sciences, including management of the websites for the graduate programs, assistance with the development of promotional materials, event organization, and other administrative duties as needed.

***Skills:*** This position requires web management skills, understanding of the nature of graduate student life at USD, and familiarity with the duties and responsibilities associated with running an academic graduate program.

***Qualifications:*** USD graduate student who has applied for financial aid (submitted the 2014-2015 Free Application for Federal Student Aid, or FAFSA) and meets federal and university eligibility criteria. Experience with web management for an academic institution preferred, but not required.

***Hours:*** Flexible, maximum of 185 hours over the course of the 2014-2015 academic year, and no more than 20 hours/week.

***Pay rate:*** \$13.25 per hour.

***How to apply:*** Submit application (available on back) and resume to Dr. Randy Willoughby, Chair of the College of Arts and Sciences Graduate Studies Committee, c/o USD Student Employment Center, Hughes Administration Center, Room 313, University of San Diego, 5998 Alcalá Park, San Diego, CA 92110-2492.



**Office of Financial Aid**

**FWS/CWO Graduate Student Assistant**  
**College of Arts and Sciences, Graduate Studies Committee**

**2014-2015 Application for Employment**

Date \_\_\_\_\_

Name \_\_\_\_\_ USD ID# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Email \_\_\_\_\_

Degree you are working on \_\_\_\_\_ Number of units completed \_\_\_\_\_

Do you speak a language other than English? \_\_\_\_ (list) \_\_\_\_\_ How fluently? \_\_\_\_\_

**Relevant Experience**

Have you ever worked on campus? Yes [ ] No [ ] When? \_\_\_\_\_ Where? \_\_\_\_\_

Describe your experience working with web management.

List any special skills/talents/interests you have that would assist you in this position.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Please return this application and a current resumé to:** Professor Randy Willoughby, Chair of the Graduate Studies Committee for the College of Arts and Sciences, c/o USD Student Employment Center, Hughes Administration Center, Room 313, University of San Diego, 5998 Alcalá Park, San Diego, CA 92110-2492