**GRADUATE ASSISTANT POSTING TEMPLATE**

**requirements are highlighted**

**OVERVIEW**

Position Title and Classification

Supervisor and/or supervisor unit

Work location

This position is covered by the Graduate Labor Union - United Electrical, Radio and Machine Workers of America Local 1105 [collective bargaining agreement](https://z.umn.edu/GA_CBA).

**EXPECTATIONS:**

Brief description of the required duties; including any supervisory or additional duties (e.g., maintaining facilities, editing/proofreading, organizing and hosting events)

The assigned course or lab assignment, where applicable and when known

Examples:

* Participate in all team meetings.
* Complete weekly tasks on time.
* Contribute feedback about various components of the course and suggest strategies for course
* improvements.
* Conduct research to identify course materials.
* Work collaboratively and respectfully in a team.
* Manage a flexible, autonomous weekly remote work schedule and communicate proactively.

**TIME COMMITMENT:**

25% Effort – 10 hours per week

Appointment dates: start/end

Anticipated work schedule; including known or estimated deadlines

**JOB PAY and FREQUENCY**

$27.00 - $35.98 depending on academic status

Paid every other Wednesday

**QUALIFICATIONS:** Basic and preferred qualifications, and eligibility and selection criteria;

Examples:

REQUIRED

* Must be a registered UMN student taking a minimum of 6 credits.
* Regular access to a personal computer and the internet.

PREFERRED CHARACTERISTICS AND EXPERIENCES

* Interest in and familiarity with antiracism and health equity.
* Experience working effectively in a team.
* Excellent organizational, time management, communication, and writing skills.
* Ability to manage multiple tasks and meet regular deadlines.
* Demonstrated experience with online- or distance-learning environments.
* Preference given to students who have some public health professional or practice experience.

**HOW TO APPLY: (examples)**

Application materials required:

* Cover letter outlining applicant qualifications (see above) and experience in online- or distance-learning environments.
* Resume - Must indicate expected graduation date. Applications will not be considered unless

accompanied by a cover letter.

* The top applicants will be invited for an interview. The posting will remain up until the positions are filled.

**DEADLINE TO APPLY:**

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U:  <http://diversity.umn.edu>.

**Open positions shall remain posted and open for applicants for no less than five (5) calendar days, except in emergency situations. An emergency situation is one in which the beginning of the appointment period must begin less than five (5)  calendar days after the position is posted. The Employer shall remove the open positions within five (5) calendar days from when the department is no longer seeking new applications.**