

## Graduate Assistant Job Description

### Organization Summary

Villanova University Human Resource Development Department consisting of:

1 Office Manager  
3 Professors, X adjunct faculty  
1 Administrative Assistant  
5 Graduate Assistants

**Reports to** Office Manager, Professor

**Prerequisites** Undergraduate Degree in Business, Psychology, or Other closely HR relevant area of study

### Purpose of the Position

To support the Villanova Human Resource Department by assisting with the teaching of students, furthering professor research, and representing the department and university to the local professional community.

### Common Tasks

### Requirements

Knowledge:

Skills:

Abilities:

