

## Graduate Assistant Job Description

### Organization Summary

Villanova University  
Psychology Department  
Graduate Program of Human Resource Development consisting of:

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

Reports to	HRD Professor HRD Office Manager
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Prerequisites	Undergraduate Degree in Business, Psychology, or Other closely HR relevant area of study
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### Purpose of the Position

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

### Common Tasks Summary

Assist professors and adjunct faculty in teaching courses through: materials preparation, answering student questions, and reviewing and correcting student papers and tests,

Further professor research through: reading and summarizing articles for professors, gathering data by interview, survey, or other means, and analyzing and interpreting data under professor guidance

Serve as an ambassador to the program by: managing technology and materials related to tracking and contacting program alumni; leading, participating, or assisting with the local campus chapter of SHRM, (including the planning and execution of the the annual networking event: [link](#)), and networking with local community and business leaders as a representative of the program

### Task List

Assist professors and adjunct faculty to schedule, announce and conduct classes

Copy articles, tests, and other class materials for professor and adjunct faculty use and distribution.

Guide professors and adjunct faculty on use of video and projector equipment for class.

Access and adjust class materials online (e.g. through WebCT).

Notify students of class related announcements (e.g. time changes, cancellations, etc)

Answer questions from students about class processes and activities while relaying substantial questions about class content to the professor.

Connect and confer with UNIT personnel about department technology requirements.

Assist in the construction of surveys and interviews.

Distribute and collect surveys in support of professor research.

Analyze gathered sets of data under professor guidance.

Participate in the preparation and construction of proposals for grants or research approval by typing and collating material to professor specification.

Assist and participate in the planning and implementation of the annual Networking Event

General office duties as needed: answer phones, distribute mail, organize and clean office and break area.

## Primary Requirements

### *Knowledge:*

Office Technology – Understanding the existence of basic office technologies as embodied in telephones, copiers, and other office appliances including computer use for email and word processing activities

Clerical – knowledge of administrative procedures such as typing, managing files, designing forms and other office procedures and terminology

Psychology OR Human Resources – previous education in psychology or human resources that provides a fundamental grasp of ideas required for entry and successful completion of the HRD program

### *Skills:*

Coordination – acting and adjusting actions in relation to others

Time Management – skill in registering and tracking time for self and others

*Abilities:*

Written and Oral Comprehension – The ability to listen and read information as ideas in writing in writing as well as orally

Written and Oral Expression – The ability to express ideas in words, orally or in writing

Deductive Reasoning – the ability to apply the general to the specific in generating solutions to problems faced in an office environment