DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Graduate Assistant – Main Campus  DEPARTMENT: Education

DATE: June 1, 2010  SCHEDULE: Temporary, Part-time, Schedule to Be Determined

REPORTING SUPERVISOR: Director of Education and Child Development  FLSA: Non-exempt  IPEDS: I/RA

JOB FUNCTION:
Provides administrative, technical and research assistance to the Director and Administrative Assistant of the Education and Child Development Department

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 25%</td>
<td>Ongoing</td>
<td>Assists the directors of the Education and Child Development in all administrative and research aspects. Assists in the preparation of materials related to director’s instructional duties. Prepares letters, reports, photocopies, transparencies for presentations, and organizes materials for faculty. Maintains confidential data, tests and records.</td>
</tr>
<tr>
<td>2. 25%</td>
<td>Ongoing</td>
<td>Works to update documentation necessary for the state approved programs in teacher education to be offered at Drury University. These will include updating advisor worksheets and certification matrixes and other program material.</td>
</tr>
<tr>
<td>3. 20%</td>
<td>Ongoing</td>
<td>Works as an integral and important part of a team to effectively process all applications tied to recommendations for certification and processing of student placement paperwork, along with clearances needed for practicum placements in our partner schools (background checks, TB Skin tests, etc…).</td>
</tr>
<tr>
<td>4. 15%</td>
<td>Ongoing</td>
<td>Provides support for the Administrative Assistant and Director in preparing for meetings and other events impacting advisement and other key processes undertaken by the school.</td>
</tr>
<tr>
<td>5. 10%</td>
<td>Ongoing</td>
<td>Works under the direction of the Director and faculty designated for providing leadership in school partnerships with Central, Pipkin, McGregor, and Boyd, along with other special projects and community partnerships impacting the operation of the school.</td>
</tr>
<tr>
<td>6. 5%</td>
<td>Ongoing</td>
<td>Sorts and distributes incoming mail. Distributes and sends faxes. Prepares mass mailings</td>
</tr>
</tbody>
</table>

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be accepted (conditionally or fully) into one of the graduate programs at Drury University, and must complete a minimum of 6 hours per semester/summer or 18 hours per fiscal year.
2. Ability to use PC, MS Word, Excel, and Powerpoint.
3. Ability to type, answer phones, take and record messages.
4. Ability to use a copy machine.
5. Ability to walk across campus and lift file boxes.
6. Must have the ability to follow directions, learn to use statistical software, and do data entry.
7. Undergraduate or graduate course in research and/or statistics preferred but not required.

WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Some travel may be requested in which case mileage will be reimbursed.
**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.