DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Graduate Assistant – Debate Union

DEPARTMENT: Debate Union

DATE: June 1, 2016

SUPERVISOR: Director - Debate Union

SCHEDULE: Temporary, part-time, 20 hrs/wk, flexible

FLSA: Non-Exempt

IPEDS:

JOB FUNCTION:

Provides assistance and support to the Debate Union.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, or responsibility 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. 30%</td>
<td>On-going</td>
<td>Participate with students in developing weekly televised programming including roundtable discussion and other public debates. Programming will include but is not limited to the production of “Express Yourself,” and one-vs-one format, competitive debates.</td>
</tr>
<tr>
<td>2. 30%</td>
<td>On-going</td>
<td>Assist in scheduling and critiquing practice debates for the undergraduate debate students</td>
</tr>
<tr>
<td>3. 30%</td>
<td>On-going</td>
<td>Work individually with undergraduate students to improve their debate performance and to help them to stay current on national and international affairs.</td>
</tr>
<tr>
<td>4. 10%</td>
<td>On-going</td>
<td>Participate in the planning and development of digital debate programming with other universities.</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 into and enrolled in one of the graduate programs at Drury University.
2. Must complete the minimum of graduate hours per semester or summer necessary to be classified as a full-time graduate student and be in good standing.
3. Be familiar with the requirements of the television productions of “Express Yourself.”
4. Be knowledgeable of changing debate formats (organization, time constraints, rules of conduct).
5. Be able to communicate effectively (written and oral); be able to use computers and smart phones as necessary to augment personal, face to face communication.
6. Have personal experience debating on the undergraduate level
7. To be current on national and international affairs.
8. Strong analytical ability to assess debate performance
9. This person must be extremely dependable, prompt, and courteous.
10. Excellent writing and grammar skills, as well as fluency of speech.
11. Ability to work independently and to collaborate.
12. Must be able to operate a motor vehicle and must possess valid driver’s license and acceptable driving record.

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 sit and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

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.