[Graduate Assistant Job Description]

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| **Title of the Graduate Assistant Job:** |  |

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| **General Description:**  |
| *(1 short paragraph description)* |

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| **Job Duties:** |
| *(Bullet format to include the percentage of time spent on each bulleted duty.)* |

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| **Terms of Employment:** |
| *(To include: 20 hours worked per week, length of employment & benefits.)* |

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| **Required Qualifications:** |
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| **Preferred Qualifications:** |
| (optional) |

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| **Graduate Assistant Name:** |  |

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| **Supervisor:**  |  |