Graduate Assistant Position Available
The Faculty-in-Residence (FIR) of Parliament Hall* is looking for a Graduate Assistant (GA).

Department: Housing-Boca
Supervisor Name: Dr. Charles Dukes

Summary Job Function:
- The position will require a flexible work schedule per semester (developed in collaboration with the FIR) including some evenings and weekends. Duties will include, but are not limited to:
  - Providing clerical and physical support to the FIR in developing and implementing programing in Parliament Hall.
  - Developing flyers and other promotional material, creating and utilizing email lists, marketing programs and events, preparing documents, environments, and coordinating logistics for programming and related to FIR activities.

Prerequisite Requirements/Skills
- Graduate level FAU students only (not required, but prefer students enrolled in the Higher Education Master's program);
- Excellent word processing and other computer skills (e.g. using Microsoft Suite of Programs, including Microsoft Publisher, PC/MAC proficiency);
- Working/independent knowledge of: (a) Survey Monkey, (b) EXCEL, (c) SKYPE, and (d) Blackboard (experience with SPSS or equivalent is a plus);
- Good oral and written language/communication skills;
- Previous GA experience, though not required is preferred.
- Must have reliable transportation.

Benefits
- Good salary and tuition benefit of up to 9 graduate credits (in-state tuition) fall and spring semesters; 6 credits in summer;
- Opportunities to develop/refine programming skills in the context of working with the FIR;
- Opportunities for mentorship and resume building.

For questions regarding this position, please contact Dr. Dukes (FIR@fau.edu or 561.297.1081). To apply, please send a cover letter indicating (1) why you are interested in this job, (2) a brief narrative of your background as it relates to the requirements stated above, and (3) if available, attach a brief resume/vita. Send materials via email and use subject line: FIR GA Position Inquiry to: FIR@fau.edu.

All interested/qualified persons are encouraged to apply as soon as possible; application review/interviews begin March 30, 2015. Interviews may be conducted via phone or Skype if necessary.