



SCHOOL OF NURSING

JOB DESCRIPTION

POSITION TITLE: Graduate Teaching Assistant

REPORT TO: Sylvia Mayer, Director of Admissions and Progression and/or
Kerry Allen, Undergraduate Clinical Coordinator (if CLA)

JOB SUMMARY: The graduate teaching assistant (GTA) is responsible to assist the School of Nursing faculty to serve as freshman advisor, admissions/progression assistant, and/or serve as a Clinical Lab Assistant (CLA) – [see CLA job description].

RESPONSIBILITIES:

1. Serve as freshman advisor under direction of Director of Admissions and Progression.
 - a. stay current with SAU/SON catalog requirements
2. Assist Director of Admissions and Progression with:
 - a. tours for prospective students/families
 - b. organization of student files
 - c. collection, organization, and entry of applicant data
 - d. other duties as assigned
3. Maintain confidentiality of all student grades.
4. Model professional behavior in attire and communication with visitors, students, and faculty.

Revised: April 2016