

Loyola University Maryland
Graduate Assistantship Job Description (Template)

Department	Speech-Language-Hearing Sciences http://www.loyola.edu/academics/speech/graduate/prospective-students/scholarship-awards
Position	Department Graduate Assistantship
Hours & Wages	100 hours per year (fall/spring) \$15.26 per hour x 100 = \$1,526 Paid as 50% stipend, 50% scholarship
Qualifications	<p>Must be a graduate degree-seeking student of the Speech-Language Pathology Master's program. Applications are due in Department by February 1.</p> <p>Faculty will be paired with Graduate Assistant based on research interest and/or skill set. Desired, but not required, skills include familiarity with statistical analysis and SPSS, proficiency with the Microsoft Office suite, and strong interpersonal skills.</p>
Responsibilities	<p>Graduate Assistantship positions are requested each semester by departmental faculty who need assistance with specific research. Examples of approved projects include data collection for specific research projects; library research; online research; data analysis; organization of materials or records for courses, clinic, and research; data entry/data keeping/word processing/copying for specific clinical or research projects; reviewing and transferring clinical session videos for classroom and research use; help with mailings and information dissemination. Individual faculty are responsible for assigning specific duties and monitoring performance. The assistantship is a one year (Fall/Spring) award to be split evenly between tuition remission and a stipend. You must meet with your faculty member during orientation, maintain weekly contact with your faculty member, and determine your work schedule (approximately four hours per week).</p>
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