



JOB DESCRIPTION

DOCTORAL PROGRAMS IN HIGHER EDUCATION

Title: **DOCTORAL PROGRAMS IN HIGHER EDUCATION GRADUATE ASSISTANT**

Reports to: Doctoral Program Manager, Department of Higher Education

GENERAL RESPONSIBILITIES AND EXPECTATIONS:

The G.A. position directly supports the Doctoral Programs in Higher Education at APU, including the *Doctor of Education in Higher Education Leadership* and the *Doctor of Philosophy in Higher Education* degree programs. We are a forward thinking and engaged academic hub for over 150 doctoral students who are senior leaders at institutions across California and the nation. Your responsibilities as a Graduate Assistant includes internal and external communication, event coordination, social media marketing, maintenance of all databases and websites, tracking student progress through the doctoral program, scheduling and programming logistics, and providing support to faculty and staff in Doctoral Higher Education in scheduling travel, preparing for conferences, and maintaining budgets. You will gain a broadly applicable skill set and work closely with faculty and staff in the College Counseling and Student Development program.

SPECIFIC DUTIES:

- Utilizing an online email platform to create newsletters and other pertinent communication
- Produce newsletters for the PhD and EdD program regularly
- Creating social media content twice weekly for doctoral Twitter and Facebook accounts
- Leading the logistics of Ed.D. weekend classes, including monthly Saturday class
- Assisting with Ph.D. Intensives, Hooding Ceremony, and Writing Workshops
- Assist with EdD and PhD Dissertation Presentations, Hooding Ceremonies, Workshops, and July Critical Issues Seminar
- Providing assistance for special research and benchmarking projects as instructed by supervisor
- Tracking and following up with PhD and EdD inquiries on program

The GA will gain experience in the following CCSD competencies:

(Below are a few examples. See the competency document for a full list of competencies).

1. Assessment, Evaluation, and Research
2. Organizational and Human Resources
3. Technology
4. Advising and Supporting
5. Leadership

SKILLS REQUIRED:

1. Strong interpersonal and communication skills
2. High level of intercultural competence and experience
3. Superior professionalism with an emphasis on maintaining confidentiality
4. Ability to create and maintain organized systems

5. Collaborative leadership style
6. Strong networking skills

Weekly Breakdown of Hours (*Suggested*)

- 4 hours – event coordination (additional time may be required during Ed.D./Ph.D. Intensives)
- 3 hours – marketing and recruiting for the program
- 2 hours – budget maintenance and financial paperwork
- 2 hours – special projects as directed by supervisor (i.e. benchmarking, assessment)
- 2 hours – collaborating with department and APU community to meet goals