

Graduate Business Programs Graduate Assistant (SGD020 - 00)**Office of Graduate Business Programs****12-month position (July 1 – June 30), 20 hours per week****Starting Date: August 18, 2025****Overview:**

This Graduate Assistant position focuses on the non-academic side of School of Business graduate programs and includes the development, coordination, and implementation of resources, services, and tools for our programs, students, and faculty. The position assists with typical day-to-day program and office support activities, performs administrative and operational support duties, conducts and summarizes research, facilitates program-related events and activities, cultivates and sustains relationships, and reinforces Stetson's commitment to delivering a world-class end-to-end experience for our students.

The Graduate Business Programs GA is responsible for assisting with developing flyers and graphics for digital marketing, conducting student outreach campaigns, and representing the department through various methods including tabling events, assisting walk-in visitors, and managing the main phone lines and department email inboxes.

Duties and Responsibilities	Critical Thinking	Professionalism	Teamwork	Communication	Technology	Leadership	Career & Self-Discovery	Equity & Inclusion
Act as an on-site resource for students, faculty, staff, prospective students, and visitors by providing a large array of support functions	x	x	x	x	x	x	x	x
Cultivate and sustain relationships with students, faculty, staff, and community/program partners		x	x	x				x
Facilitate communication between students, faculty, and staff in a professional demeanor		x	x	x				x
Learn about and maintain a basic understanding of the Graduate Business Programs offered at Stetson University, as well as the resources available.	x			x		x		
Support supervisor and department staff with outreach, coordination, promotion, and implementation of program initiatives, projects, website edits, and communication throughout the semester, integrating social media techniques as needed	x	x		x	x	x		

Duties and Responsibilities	Critical Thinking	Professionalism	Teamwork	Communication	Technology	Leadership	Career & Self-Discovery	Equity & Inclusion
Promote and support programs, including marketing efforts such as contributing to programs' social media presence	x	x	x	x	x			x
Conduct and summarize research as needed for programs	x		x	x	x			
Participate in department meetings – brainstorming, bringing ideas, and reporting on assignments, research, and activities	x	x	x	x				
Assist with planning of events, activities, and other department initiatives and responsibilities	x		x	x				
Maintain and organize an inventory of program supplies and equipment	x		x	x		x		
File, record, organize, update, and track receipts and program documents in physical files/binders or electronic folders as appropriate	x		x	x	x			
Prepare and print program documents	x		x		x			
Attend and assist with special events (Information Sessions, Open Houses, Networking Events, Philanthropic activities, Graduate Alumni Events, Program Celebrations, and Workshops) *These events may occur after hours.	x	x	x	x	x	x	x	x
Assist with placing orders for programs as needed	x	x	x	x				
Ensure readiness of classroom space and technology access and assist on class days (set-up/clean-up activities, interact with/address needs of students, faculty, and staff)	x	x	x	x				
Regularly review data and materials to make adjustments focused on increasing the effectiveness of program and office support		x		x	x			

Duties and Responsibilities	Critical Thinking	Professionalism	Teamwork	Communication	Technology	Leadership	Career & Self-Discovery	Equity & Inclusion
Participate in and support Graduate Business Association	x	x	x	x	x	x	x	x
Monitor the maintenance and vibrancy of the assigned workspace, bulletin boards, and other program areas		x	x	x	x	x		x
Maintain confidentiality of students' information		x						
Other duties as assigned	x	x	x	x	x	x	x	x

Descriptions of the NACE Career Readiness Competencies can be found [here](#).

Required Qualifications

- Current enrollment (minimum of six credit hours per semester except for Summer between enrolled semesters) as a graduate student at Stetson University, excluding M.Ed or MFA or students receiving in-service tuition discount
- Maintain a clear student conduct record throughout duration of employment
- Ability to work 20 hours per week
- Maintain a minimum 3.00 GPA
- Strong interpersonal skills with ability to communicate effectively with students, staff, faculty, and team
- Creative thinker with strong problem-solving skills
- Ability to work independently and collaboratively to reach desired outcomes
- Detail-oriented with strong organizational skills
- Excellent and effective oral and written communication skills
- Proactive and reliable self-starter with ability to manage deadlines, prioritize tasks, and complete work efficiently
- Strong interpersonal skills to foster a welcoming and supportive environment
- Demonstrates professionalism, maturity, and effective positive communication when engaging with students, staff, faculty, team members, community partners, and others
- Ability to handle sensitive information with discretion and maintain confidentiality
- Comfortable working with computers and handling phone and in-person communications
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel)
- Willingness to learn or familiarity with Canva
- Commitment to diversity, equity, and inclusion
- Punctual, professional in attitude and dress (business casual attire), dependable, and trustworthy

Additional Information:

- Work minimum 3 days a week Monday – Friday
- Required 20 hours per week – the office is open Monday-Friday 8:00 AM – 4:30 PM

- Ability to work occasional evening hours to assist with special events (with advanced notice) or on class days. Schedule subject to modification and/or change.
- Ability to work non-staff holidays such as Spring Break. Note: Graduate Assistants follow the staff calendar, not the student calendar. Special permission is required if time off is needed during these times.
- Flexible schedule (will work with class schedule, exam preparation, and University staff holidays/closures)
- Requires some physical effort (i.e., standing and walking, light lifting (5-10 lbs.) and manual dexterity in the use of fingers or limbs in the operation of office equipment; extended periods of time at a keyboard, perceptual demands for sound, form, texture, and depth.
- Occasionally requires additional physical work, including lifting about 15 lbs. when restocking program supplies.
- Considered an integral member of the team
- Reports directly to the Assistant Director of Graduate Business Programs, but there is a shared responsibility among the Graduate Business team. Position will work closely with the Assistant Director of Graduate Business Programs.
- Graduate Assistants are compensated through a combination of scholarships (Fall and Spring) and bi-weekly stipends. Please contact the Office of Student Employment for current compensation information.
 - A scholarship equal to tuition for four courses each year (two in Fall term, two in Spring term, none in Summer term).
 - A stipend of \$250 bi-weekly during the academic year and \$560 bi-weekly in the summer. It is expected that the Graduate Assistant will work with their supervisor to plan 20 hours of paid vacation during the summer months.

Application Process:

Interested candidates must submit the following materials for consideration in PDF format to the Office of Graduate Business Programs at GradBusiness@stetson.edu:

- Cover Letter addressing your qualifications and including the information on the graduate program you have applied to or have been accepted to (with start date) or the graduate program in which you are currently enrolled, as well as your expected graduation date.
- Résumé
- Professional references (2): Please provide name and contact information for each reference.

Position Information:

Department Name: Graduate Business Programs

Department website: <https://www.stetson.edu/portal/graduate/index.php?filter=business>

University Division: School of Business Administration

Supervisor Name: Robert Roe

Supervisor Title: Assistant Director of Graduate Business Programs

Position Number: SGD020

Pay Level: Stipend