



EAST STROUDSBURG UNIVERSITY of Pennsylvania

Reibman Administration Building
East Stroudsburg, PA 18301-2999
(570) 422-3536 toll-free (866) 837-6130
Email: grads@esu.edu

Graduate & Extended Studies

Graduate Assistant Position Description

A position description must be attached to each GA request unless a previously approved description is on file at the Graduate Office. Completed request implies agreement with policies regulating the GA program.

Section I

1. Graduate Assistant Position Title: _____
Example: Research Assistant

2. Academic Department/Area (include contact number): _____
Example: Political Science Contact Number

3. Function of this Organizational Unit: _____
Limit to one sentence

4. Purpose of the Position: _____
Limit to one sentence

5. Location of Work: _____

6. Work Hour Requirements or Preference: _____

7. Does the position require interaction with youth below the age of 18? Yes No

Section II

8. To which master's degree program does this position description align (e.g. specific program & student learning outcomes)?

<i>Specific Master's Program</i>	<i>Student Learning Outcome</i>
_____	_____
_____	_____
_____	_____

9. Principal Responsibilities and Tasks/Duties (Provide a bulleted list)

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10. Required Qualifications (Example: Drivers License; BOC Certified; Criminal Background Check)

11. Preferred Qualifications