



**Graduate Assistantship Proposal, Rhode Island College
School of Business, 2022-2023 Academic Year
Rationale**

Due to growth in School of Business Graduate Program enrollments and potential introduction of other program opportunities, we seek funding for a graduate assistant to support in the completion of program administrative duties such as application processing, program research and review, planning recruitment/orientation, and other essential activities.

Description

The School of Business Graduate Assistant will support programs such as the Master of Professional Accountancy as well as other (future) graduate programs. The individual will report to Chairs/Program Chairs of respective School of Business programs. Responsibilities will include but not be limited to the following:

- Assist with daily operations of programs, including responding to student inquiries, managing student files, reviewing student applications for completeness, and other administrative duties as assigned.
- Coordinate logistics and planning of and marketing for graduate programs as well as orientation and educational activities. This includes Graduate Fairs, Career Fairs, and Open Houses, both virtual and in-person.
- Conduct internet research/intelligence regarding competitive programs.
- Research undergraduate career success to support and document program effectiveness and potential recruits.
- Document necessary information for accreditation reports of programs.
- Disseminate communication necessary among graduate students regarding relevant events, such as graduation, etc. and assist in coordination of School of Business participation in such events.
- Special duties as assigned.

Desired Skillset/Competencies and Requirements

- Enrolled in a graduate degree program at Rhode Island College.
- Minimum GPA of 3.0.
- Highly-motivated self-starter.
- Excellent organizational, time management, and interpersonal skills.
- Good written and verbal communication.
- Computer literacy (Microsoft Office and other college ERP systems).

Time Commitment & Budget Requirements

Approximately twenty hours per week. Stipend \$3,150.

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