

NORTHERN ARIZONA UNIVERSITY  
Graduate College  
**GRADUATE ASSISTANT APPLICATION**

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The Graduate College at Northern Arizona University has one Graduate Assistantship position available for the 2013-2014 year. The Graduate Assistantship will begin before the first week of classes with training and orientation. **The Graduate Assistant must be available to work 10 hours per week during the academic year (August 19, 2013 – May 9, 2014).** This Graduate Assistantship requires some evening and weekend commitments. Depending on performance, consideration will be given to graduate students who are able to work in the Graduate College during the 2014-15 academic year.

**Duties and Responsibilities:**

- Work closely with the associate director of marketing and recruitment to execute and assist graduate programs with recruitment.
- Maintain strong communication with the associate director at all times.
- Assist in coordination and communication efforts to prospective student campus visits (in-person and virtual).
- Communicate with university partners, faculty and staff to promote the graduate college prospective student programming.
- Conduct detailed statistical analysis of campus visit efforts to include return on investment, and potential markets.
- Help to organize and advertise programming for current and prospective students.
- Perform data analysis and assessment of programming and workshops as needed.
- Other duties or special projects may be assigned during the academic year.

**Qualifications:**

- Full-time enrollment in a graduate degree.
- Strong academic record.
- Research experience is preferable.
- Effective interpersonal skills including the ability to work with staff, students, and other university departments.
- Computer competency including Microsoft Office Suite and general database experience.
- Strong ability to maintain records through Excel documents.
- Ability to maintain strong interpersonal, public relations, and oral communication skills.
- Demonstrated ability to work as a contributing member of a team.
- Skill in planning and organizing workshops and presenting to groups of various sizes.
- Ability to work with people from a variety of culturally diverse backgrounds and ages and a demonstrated appreciation for diversity.

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**Application deadline: Open until filled. Review of applications will begin when received.**

Applications may be mailed to:

**David Spivey,  
Northern Arizona University  
PO Box 4125  
Flagstaff, AZ 86011  
928-523-6263**

Applications may be dropped off to:

**David Spivey, Associate Director  
Graduate College, Ashurst, Bldg #11, Rm A107**

OR e-mailed: David.Spivey@nau.edu

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GRADUATE COLLEGE  
GRADUATE ASSISTANT APPLICATION

If you have any questions call David Spivey at 928-523-6263

*Please type or print legibly*

**PERSONAL INFORMATION**

Last Name	First	M.I.	NAU Employee ID		
Present Address	City	State	Zip	Cell Phone	
Permanent Address Same	City	State	Zip	Permanent Phone	
E-mail address					
How did you learn about the position?					

**EDUCATIONAL INFORMATION**

Name and location of school	Dates Attended		Type of Degree Earned	Curriculum	
	From	To		Major	Minor
College or University					
College or University					
College or University					
Other courses or training that may relate to the job for which you are applying					

**EMPLOYMENT RECORD**

Present or last employer	Address	City	State	Zip
Your job title	Start date: Leave date:	Name of Supervisor	Phone number	Salary:
Reason for leaving:				
Description of responsibilities:				
Previous employer	Address	City	State	Zip
Your job title	Start date: Leave date:	Name of Supervisor	Phone number	Salary:
Reason for leaving:				
Description of responsibilities:				

Previous employer		Address		City	State	Zip
Your job title	Start date: Leave date:	Name of Supervisor		Phone number	Salary:	
Reason for leaving:						
Description of responsibilities:						
(Attach additional sheets if needed.)						

REFERENCES				
Name	Title/relationship	Address	Phone # (include area code)	Occupation

May we contact your present employer?    Yes ☐ No ☐ YES

SUBMIT THE FOLLOWING WITH YOUR APPLICATIONS
You must include the following:
<ul style="list-style-type: none"> <li>Letter of Interest describing your interest in our program commenting on preferred qualifications.</li> <li>Resume</li> </ul>

### ***Equal Opportunity Employer***

We are an equal opportunity employer, and do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

I hereby certify that the answers and other information on this application are true and correct. I understand any misrepresentation, or omission of facts on my part will be justification for separation from the department's service, if employed. I understand my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information. My continued employment will depend upon my will, or the department's will.

If you are an NAU student, in submitting and signing this application, I also authorize access to my student records to review my GPA, and any other pertinent information relevant to my application.

Signature /s/ \_\_\_\_\_ Date \_\_\_\_\_