

CULINOLOGY AND HOSPITALITY MANAGEMENT

Graduate Assistant Job Description

Assist the director with planning, scheduling, and administration of the CulinoLOGY and Hospitality Management department. All staff is expected to look and act professionally.

Essential Duties and Responsibilities

- Schedule and maintain program assessment documents at the instruction of the director
- Serve as Program Ambassador and assist with recruitment and retention initiatives
- Assist with scheduling activities
- Collect data related to graduates of both programs
- Maintain Jobs Posting board
- Schedule and coordinate Customized Training Workshops
- Provide input to director
- Records minutes of team and Advisory Board meetings
- Assist in promotion of scholarly activities
- Schedule, contact, and access program contacts at the instruction of the director
- Provide leadership to student employees
- Assist in course/curriculum-related research, instruction, and assessment as directed
- Other duties as assigned

Qualifications/Experience

- Bachelor's degree from an accredited institution in a related discipline
- Completed application for admission to the Graduate School
- Three letters of recommendation
- Students from abroad must obtain a satisfactory score on the TOEFL examination

Skills

- Good people skills
- Adequate communication skills
- Good leadership skills