



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)?**

Specific Master's Program

Student Learning Outcome

_____	_____
_____	_____
_____	_____

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

-
-
-
-

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

11. **Preferred Qualifications**