

SOUTHERN ADVENTIST UNIVERSITY  
SCHOOL OF NURSING

JOB DESCRIPTION

POSITION TITLE: GRADUATE TEACHING ASSISTANT

REPORT TO: DIRECTOR OF ADMISSIONS AND PROGRESSIONS AND/OR  
UNDERGRADUATE CLINICAL COORDINATOR (IF CLA)

JOB SUMMARY: The graduate teaching assistant (GTA) is responsible to assist the School of Nursing faculty to serve as freshman advisor, admissions/progressions assistant, and/or serve as a Clinical Lab Assistant (CLA) – [see CLA job description].

RESPONSIBILITIES:

1. Serve as freshman advisor under direction of Director of Admissions and Progression.
  - a. stay current with SAU/SON catalog requirements
2. Assist Director of Admissions and Progression with:
  - a. tours for prospective students/families
  - b. organization of student files
  - c. collection, organization, and entry of applicant data
  - d. other duties as assigned
3. Maintain confidentiality of all student grades.
4. Model professional behavior in attire and communication with visitors, students, and faculty.

EDUCATION: Enrolled in MSN or RN-MSN program.

QUALIFICATIONS AND EXPERIENCE: Detail-oriented; good people skills; able to assist students to plan academic schedules. Serve as mentor to students.

Revised: April 2016; Reviewed June 2018