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