The template below is intended to provide a starting point for a non-academic unit that plans to hire a Graduate Assistant (GA) to develop a job description. Examples of GA job descriptions and a guide to hiring can be found on The Graduate School’s [Appointing a Graduate Assistant in a Non-Academic Unit](https://grad.uconn.edu/faculty-staff-resources/graduate-assistantships/appointing-a-graduate-assistant-in-a-non-academic-unit/) webpage.

**Brief description of the non-academic unit:**

**Campus location(s) of non-academic unit:**

**Graduate Assistant Job Title:**

**Position Summary:**

**Duration of the position**:

**Hours:**

**Work location:**

**Name and title of individual providing supervision:**

**Three (3) Primary** [**Career Readiness Competencies**](https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/) **Associated with this Role Include:**

**Responsibilities may include, but are not limited to, the following:**

* Duties
* Duties
* Duties (add more bullet points as needed)

**Minimum Qualifications**

* Qualification 1
* Qualification 2
* Qualification 3

**Preferred Qualifications**

* Qualification 1
* Qualification 2

**Education and Prior Experience Requirements:**

**Application Steps & Materials**

Please submit all application materials by email to EMAIL ADDRESS with the Subject line: SUBJECT LINE

Include the following materials

1. Item 1
2. Item 2
3. Item 3

Applications are reviewed on a rolling basis with final submission deadline for consideration: \_\_\_\_(date)\_\_\_\_\_\_\_Interviews will begin the week of: \_\_\_\_(date)\_\_\_\_\_\_\_

**Compensation and Benefits Statement**

*Compensation & Benefits:* Stipend consistent with UConn Graduate Employee Union (GEU) rates and successful candidate’s level of education. Stipend rates can be found [here](http://uconngradunion.org/geu-uaw-collective-bargaining-agreement/article-21-stipends-wages-and-payroll/). See the [GEU contract](http://uconngradunion.org/home/resources/current-members/full-contract/) for other generous benefits provided, including paid time off, tuition remission, and subsidized health insurance through the Connecticut Partnership Plan.

The University of Connecticut is an AA/EEO employer.

Questions may be directed to: (Identify name and contact information)