

Graduate Assistantship

Office of Judicial Affairs and Student Assistance

Job Description:

Provide administrative assistance on a wide range of areas with a particular emphasis on record keeping, file management, tracking of judicial sanctions and fines. Participate in Judicial Board selection and training, schedule Judicial Board Hearings, serve as a University Hearing Officer, and prepare reports and judicial statistics at the request of the Director of Judicial Affairs and Student Assistance.

Type of Position:

Full time graduate assistantship for the 2010-2011 academic year.

Hours:

20 hours per week

Supervision:

Supervised by Lynn M. Klingensmith, Director of Judicial Affairs and Student Assistance

Stipend:

\$5,000 for the academic year and tuition waiver for 9-15 credits per semester. Must be registered for a minimum of 9 credits.

Deadline:

April 9, 2010.

Applications:

Available in the Office of Judicial Affairs and Student Assistance, 238 Sykes Union, 610/436-3511, or email lklingensmith@wcupa.edu or jholste@wcupa.edu.