

West Liberty University Graduate Studies Fall 2016 Graduate Assistant Positions

Academic Coach, Learning and Student Development Center

Job Description: The academic coach will serve as a resource for other students who are interested in developing skills that will benefit their academic, professional, and/or personal success. The coach will meet with students individually with weekly scheduled appointments, and be responsible for walk-in conversations.

Skills/Knowledge: The ability to convey information clearly and effectively to individuals. Proficiency in basic Microsoft Word Applications. Excellent listening skills, and a dedicated interest in supporting the success of other students, with a supportive and patient attitude.

Supervisor: Bridgett Dawson

Contact for more information concerning this position: Bridgett Dawson, 304-336-8018, bdawson@westliberty.edu

Enrollment Services Center Assistant, Enrollment Services Center

Job Description: The graduate student will provide frontline services and office support to the Enrollment Service Center. The assistant will have opportunities to learn admissions, business office, financial aid, and registrar office duties. Great opportunity for students interested in Higher Education Administration.

Skills/Knowledge: Excellent computer skills, banner system experience preferred, good organizational skills, as well as good communication and customer service skills. Ability to perform various clerical school such as typing, the use of a calculator, and the ability to obtain student records is important. Must be able to effectively work in a group setting, and multi-task is essential to the position.

Supervisors: Katie Cooper and Scott Cook

Contact for more information concerning this position: Katie Cooper, 304-336-8131, Katie.cooper@westliberty.edu

Library Clerk Assistant, Paul N. Elbin Library

Job Description: This position is responsible for maintaining the Service Desk and helping library users; answering basic informational questions; maintaining security of the library; and other duties as assigned.

Skills/Knowledge: Good personal work habits; friendly, helpful interpersonal skills; knowledge of printers and scanners; ability to locate library materials via online catalog and database

Supervisor: Cheryl Harshman, Library Director

Contact for more information concerning this position: Cheryl Harshman, 304-336-8183, cheryl.harshman@westliberty.edu

GSA for Internal Operations: Accreditation and Advising, Teacher Education Program

Job Description: The GSA will work directly with the Teacher Education Leadership Team to provide program support in the areas of academic advising, program-to-student communications, recruitment and retention, and accreditation.

Skills/Knowledge: Livetext, WLU Teacher Education Program coursework and assessments as well as Standards-Based Education Skills: Collaborative technology proficiency including but not limited to Google Drive applications and Dropbox, verbal and written communication proficiency, and the ability to successfully work independently and in groups.

Supervisor: JoJo Shay, Director of Teacher Education

Contact for more information concerning this position: JoJo Shay, 304-336-8057, jojo.shay@westliberty.edu

Tutor and Assistant, Master of Science criminology (MSC)

Job Description: The GSA will assist in tutoring and other day to day task in the criminal justice department.

Skills/Knowledge: Prior tutoring, research experience, and a 3.5 GPA are required.

Supervisors: Keith Bell and Jody Bobek

Contact for More information concerning this position: Keith Bell, 304-336-8376, Keith.Bell@westliberty.edu

High School Athletic Trainer, Mountain River PT and College of Education (2 Positions)

Job Description: Provide "Athletic Training Services" to student Athletes under the direction of the team physician or by written referral from a physician, and in accordance with state athletic training practice act.

Skills/Knowledge: Must be NATA BOC certified and possess or be in the process of acquiring licensure, certification or registration from the state. Must possess at least a bachelor's degree in a health related field. Ability to perform duties of an athletic trainer beginning 3pm weekdays for Varsity High School sports.

Stipend: Provided by Mountain River PT

Supervisors: Mountain River PT and David Hanna

Contact for More information concerning this position: Keely Camden, 304-336-8247, kcamden@westliberty.edu

Athletic Media, Game Day, and Related Operations Assistant, Department of Athletics

Job Description The assistant will assist in areas of athletic media, game administration, event set-up/tear down, sports information, maintenance and custodial.

Skills/Knowledge: Background, competence, and/or experience in sports information, game operations/management, statistical reporting, ticketing, website editing, photography, facility management, care and use of equipment.

Stipend: \$5,000/per year

Supervisors: Associate Athletic Director of Media, Game Day, and Related Operations and Athletic Director

Contact for more information concerning this position: Athletics, 304-336-8046,

Baseball Assistant, Department of Athletics

Job Description Will assist head coach in all areas: instruction, training, recruitment, etc. Other duties will be assigned by the athletic director.

Skills/Knowledge: Ability to effectively teach baseball skills/strategies; execute practice sessions and work-outs; ability to effectively recruit prospective-student athletes.

Supervisors: Head Baseball Coach and Athletic Director

Contact for more information concerning this position: Athletics, 304-336-8046,

Softball/Athletic Training, Department of Athletics

Job Description: The GA will split duties between assisting the Head Softball Coach with the softball program and assisting in Athletic Training clinical practice.

Skills/Knowledge The ability to effectively teach softball skills and strategies; execute practice sessions and workouts; ability to effectively recruit prospective-student athletes. Athletic Trained or pending NATA BOC Exam, and ability to cover intercollegiate athletic teams/events.

Stipend: \$5,000/per year

Supervisors: Head Softball Coach and Athletic Director

Contact for more information concerning this position: Athletics, 304-336-8046,

Track/Cross Country/Strength and Conditioning, Department of Athletics

Job Description: The GA will assist in all areas of the Track/Cross Country program as well as assist in strength, conditioning instruction, monitoring, and maintenance.

Skills/Knowledge: Experience in track/cross country is required. The ability to effectively instruct and oversee skills and techniques for track, cross country, strength and conditioning is important. Strong interpersonal skills, ability to effectively recruit is needed. Experience and knowledge of middle distance and pole vault preferred but not required. Strength and conditioning certified preferred but not required.

Supervisors: Head Track/Cross Country Coach and Athletic Director

Contact for more information concerning this position: Athletics, 304-336-8046,

Women's Soccer Assistant, Department of Athletics

Job Description: Will assist head coach in all areas: instruction, training, recruitment, etc. Other duties will be assigned by the athletic director.

Skills/Knowledge: Ability to effectively teach soccer skills/strategies; execute practice sessions and work-outs; ability to effectively recruit prospective-student athletes. Goal Keeper experience is preferred but not required.

Stipend: \$4,000/per year

Supervisors: Women's Soccer Coach and Athletic Director

Contact for more information concerning this position: Athletics, 304-336-8046,

Women's Volleyball Graduate Assistant, Department of Athletics

Job Description: The GA will assist the head coach in all areas: instruction, training, recruitment, etc. Other duties will be assigned by the athletic director.

Skills/Knowledge: Ability to effectively teach volleyball skills/strategies; execute practice sessions and work-outs; ability to effectively recruit prospective-student athletes.

Supervisors: Head Women's Volleyball Coach and Athletic Director

Contact for more information concerning this position: Athletics, 304-336-8046,