



History Department Fulltime Graduate Assistantship Spring Semester 2019

Job Description

The Citadel Department of History is seeking a full time (20 hours/week) graduate assistant to work in our department office spring 2019, and next year if desired. While there will be a set weekly schedule, flexibility exists as the need arises. A big portion of this graduate assistantship is to help professors with research and other types of professional projects. This means that the right candidate will have the opportunity to spend up to two weeks working for one professor at a time, on a rotating basis. When not busy working with professors, this position entails running campus errands (a great means of networking), scanning/copying documents or books, and the duplication of exams using a risograph and other equipment/technology (training is provided). Graduate assistants sometimes help with classroom set-up, monitoring an exam, playing a video/DVD, or grading. Sometimes, the person in this role answers the phone, taking messages, or transfers voicemail messages to relevant parties. There may be additional administrative duties or special departmental projects not detailed here. We do our best to incorporate the personal interests, gifts, and skills of each of our graduate assistants and to facilitate participation in unique professional opportunities when possible.

Please contact Victoria Musheff in the History Department @ vmusheff@citadel.edu, or Complete an Application through The Citadel Human Resources Department online.