



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. While the work schedule is set each week, this position provides flexibility as the need arises. A portion of this job is to help History Professors with research and other types of professional projects, which may entail working on assignment with an individual Professor for up to two weeks. Another part of the position is to help in the overall management of the Department by assisting with administrative tasks, such as running campus errands (a great means of networking), auditing/editing departmental papers/reports, scanning/copying documents or books and the duplication of exams using a risograph and other equipment, and answering the phone and students' questions/concerns. Professors might request help with classroom set-up, monitoring an exam, playing a video/DVD, or grading. There may be additional administrative duties or special projects not detailed here. Training is always provided. As a Department, we do our best to incorporate the personal interests, gifts, and skills of each graduate assistant in this position, and to facilitate unique opportunities that serve to build up the professional resume.

Please email with your interest and attach your resume.

Victoria Musheff
The Citadel
Department of History
843-953-5073
vmusheff@citadel.edu