

Available GA position descriptions 2017-2018

****You will need to submit an application for EACH position you are applying for. Please only apply for those positions that you are qualified for.**

Make sure that you put the position # number you are applying for on each application.

Position #	Supervisor
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GA- 07	Patricia Abels, D.B.A., CPA, Associate Professor of Business, Director of Graduate Programs
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Description: (Quarter – time position, 5 hours/wk;)

GA will assist with activities related to the accounting program. Activities include the accounting mentoring breakfast, meet the CPA, the accounting advisory board meeting, and accounting kids day. GA will work with local schools, CPA firms and students to plan and organize the events. GA will also assist in tracking of revenue and expenses for student organizations and accounting club.

GA-09	Erin L. Thompson, Pharm.D., Assistant Professor of Pharmacy Practice Lori Ernsthause, Pharm.D., BCPS, Associate Professor & Chair of Pharmacy Practice
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Description: (Full –Time position, 20 hours/wk)

GA will be required to commit to working in the Medicine Therapy Management (MTM) and Telehealth Center. Duties to be completed under the supervision of the instructor include: Provide supervised feedback to undergraduates, perform MTM through telehealth technology, communicate with our partner pharmacies and faculty members to provide quality MTM services, assist with the MTM elective when needed (PHAR549), generate personal medication records (PMRs) for patients and medication action plans (MAPs), conduct complete medication reviews (CMRs) for patients of our partner pharmacies, document patient care activities and communicating the results to patients after faculty review, and other day-to-day operations of the telehealth and MTM center.

Specific Qualifications: Must be a qualified Pharmacy student in the 5th year of the curriculum.

GA- 11	Charles R. Mosler, Pharm.D., Assistant Professor of Pharmacy Practice
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Description: (Quarter - Time position, 5 hours /wk)

GA will work with supervising faculty to develop, assess, and evaluate the operation of the simulation manikin in The University of Findlay College of Pharmacy used to allow students to observe the effects of various treatments in a simulated environment. The GA will develop a process to ensure that the machine is ready for use and operates properly to the satisfaction of the various instructors who use it. This work will include but not limited to: scheduling sessions on the simulation manikin, running the simulation manikin, perform routine maintenance and upgrades to the simulation manikin. The GA will develop and present a program to encourage the use of the simulation manikin in interdisciplinary education activities to pharmacy and health science faculty.

GA-12	Sharon Ternullo, Pharm.D., DABAT, Assistant Professor of Pharmacy Practice Coordinator for Interprofessional Education
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Description: (Quarter – time position, 10 hours/wk)

GA will assist with teaching, development of materials, and grading. GA will also be expected to organize and facilitate the IPE activities organized by the College of Pharmacy, and potentially attended by students within College of Health Professions, as well. Duties in regards to the IPE

activity organization include making room reservations, pre and post class evaluation of student materials, develop agenda, and preparation of materials for the events.

GA-18 Christine E. Tulley, Ph.D., Professor of English,
Director of the Masters in Rhetoric & Writing and the Center for Teaching Excellence
Faculty Liaison

Nicole Diederich, Ph.D., Professor of English and Director of the Writing Program

Description: (Full-Time position, 20 hours/wk)

The GA will assist the Director of Writing and Director of MARW program with a number of program needs including the following: Placement of 600 incoming freshman students by test score and transfer credit, pre-requisite checking, and facilitation of schedule changes. GA will also assist in the collection of data from final portfolio processes in ENGL 104 and 106 and the coordination of ENGL 104 and 145 courses. Additional duties involve helping with recruitment efforts to promote the MARW program such as campus visits, sending mailings and emails.

Specific Qualifications: Master's of Arts in Education students or MARW students preferred.

GA-19 Sharon F. Walsh, D.Sc., Associate Professor and Chair of the Physical Therapy Program

Description: (Full – time Position, 20 hours/wk)

GA will be expected to research literature on health professions pro bono/service learning clinics, investigate pro bono and service learning clinic models provided by other universities to determine feasibility, conduct a needs assessment to determine service gaps that could be filled in the UF/Hancock County community, as well as UF health professions interest in future IPE, write report on data gathered and present to the faculty. GA may also be responsible for assisting faculty with clinic planning, coordinating with grants office to investigate outside grants for the pro bono clinic.

GA-23 Helen Schneider, Ph.D., Associate Professor and Co-Chair of Computer Science

Description: (Full – Time position, 20 hours/wk)

GA will be expected to help with the routine processes used to maintain assessment programs at UF. Specific duties include: schedule account creations, request file transfers, and demographic data update requests, enroll participants in programs, monitor and resolve routine account issues through appropriate tools, implement planned updates to program templates, rubrics, and other structural elements as committees and departments update assessment plans, maintain node tree for university as programs are approved, phased out, renamed and reorganized, report generation and database mining for departments and initiatives as requested, and to prepare customized reports for committees and programs.

Specific Qualifications: Technical background, including familiarity with database management systems, web applications, and information systems is preferred.

GA-29 Lindsay Elchert, Ph.D., Assistant Professor of Physical Therapy
Interim Associate Chair, Traditional Physical Therapy Program

Description: (Part – Time position, 10 hours/wk)

GA will be responsible for facilitation of the Physical Therapy tutoring program. GA duties include participating in training through the Oiler Success Center and Disability Services regarding facilitation of small groups or one-on-one sessions that may include strategies for retention of material and critical thinking/problem solving. GA will be assigned individuals or small groups of students and required to meet with each individual/group based on need. The content of the meetings will be discussed with content faculty.

Specific Qualifications: Successful completion of course material in the PT program they will be facilitating, good interpersonal skills, willingness to develop skills in facilitation of student learning through a variety of methods.

GA-36 Kerry Teeple, Deputy Director, Mazza Museum

Description: (Full – Time position, 20 hours/wk)

GA will be responsible for scanning the contents of the archives and storing them digitally for simplification of access, organization, and manageability. GA will also be writing descriptive text for the Mazza Filemaker Pro Database that stores key information about each piece of artwork in the collection. Other GA duties include scanning artwork to add to the database, researching art and subject matter, and creating text for the Mazza app.

GA-39 Julie Dean McIntosh, Ed.D.,
Dean, College of Education and Professor, College of Education

Description: (Part – Time position; 10 hours/wk, 6 hours Tuition remission only)

The American Association of Colleges for Teacher Education (AACTE) sponsors a Holmes Scholar Program for doctoral students from traditionally underrepresented backgrounds pursuing terminal degrees in AACTE member institutions. GA must be willing to attend two conferences and present their current research at both conferences.

Specific Qualifications: The Holmes Scholar candidate must be from a traditionally underrepresented background pursuing an EdD at The University of Findlay. Must have excellent communication skills and be a role model for the University doctoral program.

GA-40 Allison L Baer, Ph.D., Associate Professor of Education
Lisa Dager, Accreditation Coordinator

Description: (Full -Time position, 20 hours/wk)

GA will support the College of Education's Teacher Resource Center and the UF "Clubhouse" Reading and Math Program. Duties include research and identify scholarly materials as requested by COE faculty to support student research projects, organize and catalog research materials, reading and review scholarly materials, collect and organize scholarly reviews to be used by COE faculty, staff, and students. Also to collaborate with the Teacher Resource Center director and professor of record for

the UF Reading Program to select appropriate children's literature for the tutors. GA will conduct informational tours of the Teacher Resource Center for students, staff, faculty, and guests. GA may also assist in gathering data to support grant requests.

GA-41 Jennifer Fennema-Bloom, Ed.D., Director of the MA TESOL Program
Associate Professor of TESOL and Bilingual Education,

Erin Laverick, Ph.D., Director, IELP
Associate Professor of English as an International Language

Description: (Full – Time position)

GA will work primarily as a tutor within the English Language Learning (ELL) Support Center and/or conversation tables. GA additional duties include tracking, writing and sending service reports, weekly meetings with TESOL director, web-page development and upkeep, research. GA will also research, develop and conduct campus wide workshops.

GA-42 Jennifer Butler, Program Coordinator for International Admissions

Description: (Full-Time position, 20 hours/wk) ****Female Applicants only at this time**

The International Admissions and Services graduate assistants (GAs) work in the International Admissions and Services office 20 hours per week. Their job duties in the office include assisting students, updating the apartment listing, planning and chaperoning student events in the fall, spring, and summer, developing flyers for events, visiting classrooms to market events, assisting recruiters with Google Hangouts or other recruiting efforts, assisting with the development, planning, and delivery of pre-arrival sessions with incoming students via CollegeWeekLive (CWL), live chat with students during chat hours via CWL, answering questions via social media (Facebook), recruit students for events and/or presentations (e.g. for CWL, alumni or new student interviews), monitoring the international email account and respond to students inquiries in a timely manner, assisting with the OPT process, processing I-20's and updating information in CARS, updating student addresses, assisting students with the ITIN application process, providing campus tours to potential and new students, assist in all areas of the new student orientation; including presenting the "UF Basic Training" to new students, making contact with accepted students via phone, updating the GA handbook, create the Office of International Admissions & Services newsletter and work with various offices to collect information that will contributed, assist with the furniture drive collections and distribution, assist in the planning and preparation of the Welcome Potluck/Picnic, and be involved and active in various campus events; such as Buford Dialogue series, Travel the Globe, etc. and other duties as deemed necessary.

The International Admissions graduate assistants also maintain-and reside in the International Welcome Houses. GAs manage overflow housing and transportation at area hotels at the start of each semester and need to be available at least 30 days before the start of the semester, enforce all on-campus rules and regulations, complete check-in and check-out forms for billing of Welcome Houses, coordinate flight arrivals, housing requests, insurance information, campus tours, transportation, etc. for new and returning students. GAs serve as peer mentors for new and returning students. Students can go to the Welcome Houses after hours and on the weekends, therefore GAs are expected to be available to assist those students. GAs will need to become familiar with campus and community resources in order to be successful in assisting students.

Additional duties include assisting with and attending activities such as, International Night, annual summer picnic, and Thanksgiving luncheon. GAs will also plan, prepare, and chaperone student events hosted by the International Admissions and Services office and any other special projects.

Specific Qualifications: GAs will live on campus in the Welcome House and are here to assist students after hours and on weekends. The GA hired must be a quick learner and have excellent interpersonal communication skills. They need to be familiar with campus and the community to identify resources to assist students when needs arise.

GA-43 Lori Colchagoff, Director, Office of Disability Services

Description: (Full-Time position, 20 hours/wk)

GA duties include assisting students registered with the Office of Disabilities Services with daily needs as assigned by the Director. This could involve providing students information about campus resources, assistance with study and organization skills, and assistance with adaptive equipment set-up, scribe and/or read exams for students. Assist the Director with the hiring process of student employees, input student disability data into ACCESS software, tutor assigned disability students, represent Disability Services at orientations, registrations and college fairs, attend UF ADA committee meetings, mentor UF suspension return students, Co-lead the ODS support Group.

Specific Qualifications: Candidate will be expected to have computer skills, above average communication and written skills, experience or interest in working with individuals with disabilities.

GA-44 Bryan T. Golding, Director of Recreational Services

Description: (Full – time position, 20 hours/wk)

GA will be responsible for assisting in the day-to-day operations of the Intramural program. This includes set-up, supervise and clean-up of intramural events daily, assist in the hiring and training of student employees, monitor intramural equipment, enforce intramural and UF policy during intramurals, assist in scheduling of intramural events, assist in ordering equipment needs, file and update standing sheets and team rosters. GA will also assist in updating the Intramural Handbook, the intramural website and brochures.

GA-45 Crystal Weitz, Director for Service and Community Engagement

Description: (Full-Time position, 20 hours/wk)

GA for Service and Community Engagement will be a resource for student leaders (such as student organization leaders, Residence Life, and individual students) as they plan and implement service projects to mobilize the entire student body to serve. Author and publish the Service Update, a weekly email list of volunteer opportunities with UF's community partners. Assist with current and future UF Service event planning, implementation, and assessment. Demonstrate a proven appreciation of diversity, ability to reflect and learn from interactions, and experience with populations different than self. GA will discover and promote new volunteer opportunities to offer to University students.

GA-46 Kay Koch, Director, Oiler Success Center

Description: (Full-Time position, 20 hours/wk)

GA will serve as a mentor and role model to UF campus community. Additional duties include accessing, monitoring, inputting and updating databases, monitoring of FERPA (Family Educational Rights and Privacy Act) forms, compile mailings and emails, and assist in office coverage.

Specific Qualifications: Education or Business major preferred.

GA-47 Bradley C. Hammer, Director, Center for Career & Professional Development

Description: (Full-Time position, 20 hours/wk)

GA for Oiler Enterprises is responsible for supporting the operations of the existing three student-run businesses and promoting the growth of the program to include more student involvement and the formation of additional student-run businesses. The GA has responsibility for overseeing the financials of each business, managing credit card use, mentoring managers in each business, and other duties as deemed appropriate. In addition, the GA will take on special projects within the Student Affairs area (potential examples include web page design, program delivery, etc)

Specific Qualifications: Excellent written and oral communication skills, familiarity with income statements and other business financials, experience with cash and credit card handling procedures, proficient in Microsoft Word, Excel, and Publisher, background in business, and demonstrated ability to work interactively with students, community members, faculty advisors, and staff.

GA-48 Robert E. Braylock, Director of Intercultural Student Services

Description: (Full-Time position, 20 hours/wk)

This assistantship plays an instrumental part in supporting UF's current diversity initiatives as well as helping to develop new initiatives. This is a 20 hour per week position that has significant advising, programming, and administrative responsibilities. In conjunction with the goals and objectives of Intercultural Student Services, the graduate assistant position will be utilized to serve as an advocate for underrepresented populations on campus.

The graduate assistant will also serve as a resource to university community members who are seeking assistance in promoting cultural awareness/understanding and will actively collaborate with faculty/staff in an effort to retain underrepresented students. This position will assist with the development of culturally diverse activities and programming for our student body. Additionally, this position will help contribute to and support current UF initiatives which promote campus diversity and cultural learning.

Some of the primary responsibilities that the graduate assistant will have are as follows: develop programs, create activities, and provide opportunities for cultural dialogue and interaction within the student body. The graduate assistant will also provide oversight and direct all aspects of the Oiler Transition Program. The goal of this program is to provide support and mentoring to underrepresented students as they transition into the collegiate environment.

GA-49 Rachel Gerber, Assistant Director of International Education

Description: (Full-time position, 20 hours/wk)

Focus of the GA would pertain to the promotion and support of study abroad opportunities for UF's domestic students, staff and faculty. Provide support for the Service Ambassadors Program, in conjunction with the Office of Service and Community Engagement. Author and distribute the bi-weekly

newsletter for study abroad, serve as a member of the Buford Center planning team, and The University of Findlay Diversity Initiative. Create and facilitate at least one intercultural program in the Buford Center each semester.

GA-50 Rebecca Hillman, Coordinator of College Credit Plus

Description: (Full-time position, 20 hours/wk)

GA will develop strategies, in coordination with the Coordinator, to recruit and retain prospective undergraduate College Credit Plus students, process and maintain communication and contact with potential students from the time of application through enrollment, coordinate and host on-campus and in school NSO/NSR for new students, professionally represent UF at community college fairs and College Credit Plus sessions, and coordinate and maintain College Credit Plus admissions webpage with Marketing and Communication office.

GA-51 Christopher M. Harris, Director of Admissions

Description: (Full time position, 20 hours/wk)

GA will be responsible for helping coordinate the Campus Visit Experience for the Office of Admission. Adding support to the planning, implementation and assessment of personal campus visits, group visit days, scholarship days, and faculty sponsored visit days, the GA will also help plan for New Student Registration and Orientation days. Duties include assist in managing daily campus visit requests/inquiries, providing potential visitors with additional information, scheduling assistance, and prompt follow-up, building strong working relationships with academic programs partners and other University offices to coordinate major campus-wide events, work collaboratively with web specialists and other staff to develop effective marketing campaign, materials, and communications designed to promote the campus visit program. This position will also assist in identifying, interviewing, hiring and training all new Admissions Student Ambassadors, and Orientation Leaders.