January 5, 2024

Graduate Assistant, University Honors Program

The Saint Louis University Honors Program is currently accepting applications for one Graduate Assistantship (GA) position for the 2024-2025 academic year. Please review the position details and qualifications outlined below.

JOB DESCRIPTION

Position Summary

In collaboration with University Honors Program staff, this position assists with the development, planning, and implementation of special projects and events within the Honors Program. This includes experiential learning initiatives, admission events, and other curricular/cocurricular programming and services for honors students. The role requires a significant amount of personal initiative to develop and complete projects that contribute to the operational efficiency of the Honors Program. The ideal

Strong personal initiative with the ability to work effectively as part of a team Familiarity with Banner Self-Service or similar educational systems Familiarity with Canvas and/or other teaching technologies Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) Proficiency with Google Workspace (Drive, Docs, Forms, Sheets, Sides, Stes)

MINIMUM QUALIFICATIONS

service setting or teaching context. Must be enrolled as a full-time student in a Saint Louis University graduate program.

PREFERRED EXPERIENCE

Experience as a student in a university or college Honors Program; training or experience with program or event planning; training or experience with undergraduate teaching.

APPLICATION PROCESS

To apply, submit the following materials to the Saint Louis University Honors Program:

a cover letter describing your interest, qualifications, and relevant experiences a resume or curriculum vita contact information for two academic references the attached Chair Approval Form, completed and signed by your department chair

All application materials must be submitted to the Honors Program (honors@slu.edu) by March 1, 2024. Incomplete applications will not be considered. Preference will be given to applicants who have the potential to return for the 2025-2026 academic year.