CADA Graduate Assistant position

Department: Center for Academic Development and Assessment (CADA)

Title: CADA Office Assistant (part-time)

Work Location: Webster Hall

Work hours (total weekly): 20-25 hours; may include some limited evenings

Salary (per hour): Commensurate with experience

Qualifications/Previous Experience Required/Preferred: Currently enrolled in a Master’s degree. Strong written and oral communication skills required. Must be detailed oriented. Business/Math background preferred.

Job description:

· Conduct Academic Success workshops for undergraduate students

· Assist in the coordination of assessment and testing for students (daily walk-ins)

· Schedule, proctor and data entry for all assessment testing (including Accuplacer, Chemistry Readiness, Math Readiness, Retesting, Non-MSU)

· Provide administrative and other duties related to academic support and testing as assigned

How to apply: https://surveys.montclair.edu/survey/entry.jsp?id=1441889954642

Contact information (for questions/concerns): Jamal A. Shahin, shahinj@mail.montclair.edu