

**WINONA STATE UNIVERSITY**  
**GRADUATE ASSISTANT POSITION DESCRIPTION**

**Graduate Assistant Position Title:**

**Department or Program Position Located In:**

**Supervisor's Contact Information:**

**Name:**

**Phone:**

**Location:**

**Email:**

**Date of Notice:**

**Application Deadline:**

**Begin/End Dates for Employment:**

**Full Time (320 hrs semester/20 hrs week):**

**Part Time (160 hrs semester/10 hrs week):**

**Required Application Documents (checked items must be submitted with application)**

Cover Letter

Resume

Professional References (must include contact information/phone/email address)

Other (list documents to be submitted)

**Type of Assistantship Requested:**    Staff            Teaching            Research

**Position Description (purpose, expectations, or more detailed information):**

**Initial Tasks and Responsibilities (tasks and responsibilities at start of position):**

**Qualifications (minimum and/or preferred requirements):**

**Additional Information (worksite, hours, other pertinent information):**

