



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Graduate Assistant – Nursing Department  
**Job Class:** Student  
**Department:** Nursing Department  
**FLSA status:** PT/20 hours per week/Non-Exempt/Academic Year  
**To Apply:** Please email an Otterbein employment application, cover letter and resume including salary expectations addressing this position to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu); FAX to 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street Westerville, OH 43081.

**SUMMARY:** Responsible for assisting faculty with scholarly or teaching assignments; administrative staff with clerical and data management tasks; and lab supervisor with nursing laboratory associated tasks.

### Responsibilities include:

1. Assist faculty members with scholarly work such as library searches.
2. Assist with the design, implementation and data collection of research projects as directed.
3. Assist faculty with teaching assignments such as grading of papers and developing grading rubrics.
4. Enter data into nursing department data bases.
5. Serve as the graduate student representative on the Graduate committee.
6. Assist laboratory supervisor with panning and set up of lab experiences and simulations.
7. Assist Administrative Assistant with clerical and office tasks, such as miscellaneous typing, copying and filing.
8. Assist Administrative Coordinator with record keeping and office tasks.
9. Assist faculty with committee tasks, such as data collection and data base entry.

**Requirements include:** Must be accepted and enrolled into a graduate level program at Otterbein; maintain good academic standing while completing a minimum of 4 credit hours per semester; experience with data management, spreadsheets and word processing; and excellent verbal and written communication skills required.

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.*

**Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status,**

or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission.

Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald  
Director of Human Resources  
[614.823.1130](tel:614.823.1130)  
[sfitzgerald@otterbein.edu](mailto:sfitzgerald@otterbein.edu)