Program: Distance Learning Center - Administrative

Summary of Position

- The graduate assistant assigned to the administrative position within the Distance Learning Center will perform duties in support of projects and research. This provides an excellent means for students to use research methods and project techniques to apply theoretical knowledge from their discipline in situations which will benefit the university and provide experience for the student. Students will also expand their knowledge and expertise by association with research-oriented responsibilities in the Distance Learning Center.

Stipend

- Graduate assistants will be reimbursed a tuition waiver up to 6 credits per academic term and paid a stipend of $11,250 including appropriate benefits for an academic year appointment. Stipend will be adjusted for other appointment lengths.

Hours

- Graduate assistants are expected to work a minimum of 20 hours per week during the academic term(s) of their appointment.

Location

- Graduate assistants could be assigned to work on campus at University of Wisconsin-Platteville, or off-campus remotely depending on need.

Qualifications

- Must be admitted to one of the following online programs at the University of Wisconsin-Platteville
  - MS in Project Management
  - MS in Distance Education Leadership
  - MS in Organizational Change Leadership
- Proficient with productivity tools including keyboarding skills, word processing, spreadsheet, database, presentation software
- Experience with managing projects, especially project planning and implementation
- Excellent verbal and written communication skills, including public speaking and group presentations
- Excellent organizational skills and a high level of attention to detail
• Ability to understand and manage complex situations, along with a willingness to learn and accept feedback
• Proficient at academic research activities, both online and in a library
• Capable of respectful interaction with peers, students, and university staff
• Exhibits effective and efficient work habits individually and in team environment

Tasks (This list is intended to be illustrative in nature and not all-inclusive)

• Work with staff in the Distance Learning Center to conduct research in the area of recruitment and retention of students involved in programs offered at a distance
• Conduct literature reviews and develop white papers associated with various aspects of distance education, such as: online assessments, trends in distance education, efficacy of various technologies, faculty development/training, etc.
• Assist with developing and delivering various training topics for both faculty and students in distance education
• Shadow staff members in the Distance Learning Center to learn about their jobs and assist with projects in each of the Distance Learning Center functional units
• Assist with updates to the Distance Learning Center website and policy/procedure manuals
• Assist with non-credit online activities, including online classes, Linked-In groups, Return to Learn, etc.
• Perform other duties and responsibilities as assigned

Supervision

• This position reports to the designated Distance Learning Center staff member.

Evaluation

• Graduate assistants will be evaluated each term according to the approved guidelines.