

Position Title: Graduate Assistant, Early Intervention Team Logistics Coordinator

Department: Academic Affairs, Undergraduate Education

Division: Early Intervention Team

Reports To: Martha Marking & Chanel Frisco

Salary: \$9,000 Stipend

Hours: 20 hours per week

Job Duties:

- Maintain all records generated from correspondence (verbal and written) related to the work of the Early Intervention Team.
- Assist co-chairs in the execution of the team's communication plan.
- Answer calls, take messages, answer questions and manage correspondence with students and the committee.
- Attend weekly Early Intervention Team meetings, as long as academic schedule allows.
- Schedule appointments for individual students with team members.
- Schedule meeting rooms and appointments, in a timely manner, based on the workload and urgency of individual interventions.
- Weekly office hours required.
- Update Early Intervention Team AsU Learn website with assistance from co-chairs.
- Other duties as assigned related to the work of the Early Intervention Team.

Contacts:

- Chair - Martha Marking, Theatre and Dance Department, 828.262.7077
- Co-Chair - Chanel Frisco, University College Academic Advising, 828.262.2167