

**Position Title:** Graduate Assistant, Early Intervention Team Logistics Coordinator

**Department:** Academic Affairs, Undergraduate Education

**Division:** Early Intervention Team

**Reports To:** Martha Marking

**Salary:** \$10,000 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 AsULearn 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 - XXXX