

**Graduate Assistant – Psychological Science and Counseling**  
**20-Hour Per Week Graduate Assistantship**  
**Position Classification: GTA**

**General Description**

Graduate Teaching Assistants (GTA's) in the Department of Psychological Science and Counseling are assigned to work primarily with one or multiple faculty supervisors to assist with undergraduate courses in the psychological science major. Responsibilities may vary depending on the specific course/faculty assignment. All psychological science GTA's are expected to assist with exam proctoring in large, auditorium classes.

**Primary Duties and Responsibilities**

Duties may vary depending on faculty and course needs. Typical duties include assisting faculty with grading, proctoring exams, managing labs, assisting students who require additional academic support, leading class discussions, supervising class activities, preparing for class meetings and lectures, assisting with faculty research.

**Essential Functions**

- Holding 20 working hours per week
- Communicating with students
- Exam proctoring
- Assisting faculty with duties as assigned (may vary)

**Qualifications**

Applicants must have applied to or have been admitted to one of the graduate programs in our department: M.S. in Counseling or M.S. in Industrial Organizational (MSIO). Strong interpersonal and oral and written communication skills are required. Some experience with using Microsoft Office suite (Word, EXCEL, PPT) and classroom technology is an asset.

**Point of contact for this position:** Dr. Nicole Knickmeyer, Dept. Chair

**Email:** knickmeyern@apsu.edu

**Phone:** 931-221-7232