



Merrick School of Business  
Graduate Assistantship – Faculty Support

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**FALL 2022 / SPRING 2023**

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**There are positions for graduate students to provide administrative support to school and assist the faculty in their teaching, research, and service. The student will be working with a diverse range of faculty members supporting all departments within the Merrick School**

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**Description:**

- Assist faculty in their teaching, research, and other administrative duties
- 20 hours per week during the academic year (work hours must be flexible to support faculty)
- This is an on-campus position, GAs must comply with UBalt Covid policies/protocols.

**Requirements:**

- Must be working toward a graduate degree at the University of Baltimore;
- Proactive, detail-oriented, organized, and be able to work independently;
- Strong academic record;
- Strong writing, communication, and interpersonal skills;
- Ability to use our education content management system, Sakai, to perform various tasks;
- Proficiency in Microsoft Word, Excel, Powerpoint and Outlook;
- Knowledge and understanding of database and web authoring software; and
- Familiarity with the library and its online systems.

**Qualifications:**

- Experienced with statistical packages, such as SPSS preferred; and
- A record of dependability in prior positions preferred.

**Note:**

- Applicants must be able to make a one to two-year commitment to this position.
- Merrick School of Business students preferred

To apply, please email a **cover letter** and **resume** to [merrick@ubalt.edu](mailto:merrick@ubalt.edu). Be sure to specify the position(s) for which you are applying, your program of study, and when you anticipate graduating. Also identify the date on which you are able to start. We anticipate making selections in June/July 2022.

