Graduate Assistantship Job Description

- ½ Time Administrative Graduate Assistant

- Center for Asian Studies (CAS)

- The ½ time GA position spends roughly 5 hours on
  - office tasks,
  - special projects,
  - assisting delegations, and
  - lesson planning as assigned by the CAS director.

- The other 5 hours are spent facilitating non-credit community classes on Saturday for the CAS and helping with logistics on visiting delegations (like driving an MTSU van, etc.).

- A candidate should have good command of spoken and written English and Mandarin Chinese (or other Asian languages), a valid TN driver’s license, and driving experience in TN.