

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.