Canisius College  
School of Education and Human Services  

Teacher Education Department  
Graduate Assistantship  

**Work Requirements:** Active participant in all department tasks. These may include special projects for individual professors, the department chair, and/or administrative associate. You must complete hours between regular department office hours (Monday through Friday, 9am-4pm) throughout the course of the semester.  

**Skills Necessary:** Strong work ethic, responsible, able to work independently as well with others, background in scholarly writing preferred, excellent computer skills, shows initiative, dependable.  

- Manage 8th Floor Office  
- Answer Phone  
- Get Mail  
- Copy/Fax/Email  
- Print Shop  
- Errands  
- Computer Work  
- Assist Professors  
- Research  
- Power Points  
- Word Documents  
- Open Houses  
- Web Updating  
- Special Projects  

**Pay:**  
If you work 10 hours a week, you will get one class of tuition waiver (3 credits)  
If you work 20 hours a week, you will get two classes of tuition waiver (6 credits)