Graduate Assistant Job Description
Stephens College Low-Residency M.F.A. in Television and Screenwriting

The Graduate Assistant for the Stephens College Low-Residency M.F.A. in Television and Screenwriting provides support for the program in two major ways:

1. During the workshops, the GA is the point person for the students of the class. This requires a high level of people skills, as the GA becomes the interface between students and the various people who provide services during the workshops. The GA coordinates transportation to and from all workshop events. The GA works with the caterers to make sure dietary concerns are appropriately handled. The GA also facilitates any issues about lodging accommodations. The GA is a sort of lieutenant of the company, making sure that the students are where they need to be at the time they need to be there, and that their needs are being attended to.

2. During the semester, the GA comes to the M.F.A. office one day a week to provide administrative assistance. This may include things such as:

   **Bookkeeping:**
   • Making out pre-approval forms
   • Inputting credit card receipts
   • Tracking the budget
   • Processing invoices from catering
   • Processing invoices from Lyft
   • Processing honorariums for guest lectures

   **Internship Paperwork:**
   • Researching internship opportunities
   • Handling paperwork with companies that provide internships

   **Marketing:**
   • Providing ongoing social media posts
   • Working with the Director on producing regular email blasts about the program
   • Working with the Director on producing “The Bugle” newsletter

In addition, the GA will assist the Director in preparation for each workshop. This work involves such things as setting up the Lyft accounts, getting lodging lists to the hotel, getting food allergy lists to the caterers, etc.

The GA must be a resident of the greater Los Angeles area. Payment for the GA position is tuition remission for the M.F.A. Program. During the workshop period, the GA will work a minimum of 20 hours per week; during the school year, the GA will work a minimum of 10 hours a week.

The GA will be selected following an application process which consists of:

1. A written application, detailing the qualifications of the applicant.
2. An interview with the Program Director and either a current GA or a faculty member.
Application for Graduate Assistant
Stephens College Low-Residency M.F.A. in Television and Screenwriting

Name___________________________________________________

Street Address____________________________________________

City___________________________ State_______ Zip__________

Phone___________________________________________________

Email____________________________________________________

The GA position requires two skill sets: One is an ability to work effectively with people. This involves things like communicating and coordinating between students about transportation (via Lyft), dealing with the hotel and any concerns students have about lodging, and dealing with any catering issues. Please describe experiences you have had that illustrate effective skills you have in this area. (Please attach document.)

The second skill set required is centered around administrative assistance - things like working on inputting invoices, tracking a budget, etc. Please describe any experiences with these kind of administrative tasks. (Please attach document.)

Lastly, a large part of the job is promoting the M.F.A. through social media. Please describe experiences in which you have utilized social media to promote a business or social activity. (Please attach document.)