

**Executive Doctorate Graduate Assistantship**

**Location:**

Penn GSE - Stiteler Hall

208 South 37th Street

3rd Floor, rooms 366 & 367

**Supervisor & Contact Information:**

Kaitlyn Hendrickson

Associate Director

khendr@upenn.edu

***To apply for this position, please contact Kaitlyn Hendrickson (******khendr@upenn.edu******). Send your resume and optional cover letter.***

**Hours/Schedule:**

20 hours per week through the academic year.

**Position Length:**

32 weeks (16 weeks per semester August or September 2024 – May 2025). In addition, we ask that the GA be available January 15th-17th, 2026 for our Annual Alumni Conference on campus.

**Compensation:**

$23.00 per hour, weekly paid.

**Job Description:**

The Executive Doctorate is an intensive, cohort-based, Doctor of Education (Ed.D.) degree program for senior-level university and college administrators. The graduate assistant joins the director, associate director, and program coordinator as an integral part of the Executive Doctorate team. The assistantship includes work in a variety of areas, including: programming, alumni relations, marketing, and program assessment. The graduate assistant will also interact with higher education leaders (our students and faculty) from various types of institutions across the country. The schedule will be determined in consultation with program staff. Please note that some weekend or evening hours may be required.

**Assistantship Duties:**

* Develop and edit program newsletter (3 per year) through Constant Contact and other communications and marketing materials
* Maintain and update alumni records
* Support in the planning of the alumni conference, in conjunction with program coordinators, create conference materials, attend conference (January 15th-17th, 2026) and provide logistical support
* Recruit Master’s volunteers for the alumni conference
* Coordinate networking event with HED master’s cohort, EdD and PhD students and Exec Doc cohorts
* Assist with coordination of instructional sessions, alumni activities, recruiting events, and graduation
* Assist with taking minutes during Alumni Advisory Board meetings
* Promote activities and news on social media sites
* Assist director with research and planning for program or other professional activities
* Assist with development and implementation of program assessment activities
* Other projects to be assigned based on GA’s professional interests and the needs of the Exec Doc program

**Preferred Qualifications & Essential Skills:**

* Interest in working with adult and executive students
* Ability to handle several projects at once
* Strong written and oral communication skills
* Strong attention to detail and organizational skills
* Ability to work independently
* Ability to prioritize and reprioritize when given additional tasks
* Experience with managing professional social media accounts such as Facebook, LinkedIn, and Twitter
* Professionalism, commitment to confidentiality, and proficiency with Microsoft Office applications