Graduate Professional Assistant  
Position Description Form

Upon completion, return to Sharon Thomas in Human Resources at stthomasr@gmu.edu  
and Amy Gillies in the Provost Office at agillie3@gmu.edu

Department:             Date:  
Supervisor:             Contact Person:  
Phone Number:           Org number to be charged:  

Position Number Assigned (to be assigned by HR):

Provide a description of the duties and responsibilities:

Describe how the duties relate to the student’s degree program:

Describe the expected learning outcomes:

Describe how the student’s work will be evaluated:

September 2015