Graduate Professional Assistant
Position Description Form

Upon completion, return this form via email to both:
Sharon Thomas, Workforce Planning Manager, Human Resources/Payroll, sthomasr@gmu.edu
Akitta Robertson, Graduate Program Coordinator, Office of the Provost, arober17@gmu.edu

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

Position Number (to be assigned by HR): __________

Provide a description of duties and responsibilities:

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

Describe the expected learning outcomes:

Describe how the student’s work will be elevated: