GENERAL DESCRIPTION OF RESPONSIBILITIES

Project Assistant

This position requires that you fulfill the primary responsibilities listed below.

The hours could include both fixed and flexible time as outlined in your detailed job description with specific duties assigned by your faculty supervisor.

Administrative Responsibilities

1. Provide your supervisor with your contact information, and indicate your preferred mode of communication (email, cellphone, landline, etc.) in the event of an emergency.
2. If you cannot work on a specific day because of compelling circumstances (such as illness or personal emergency) you are expected to notify your faculty supervisor in advance and make arrangements to get caught up on missed material.
3. Answer or redirect questions and email queries in a timely fashion.
4. Coordinate the timing of your regular meetings with your faculty supervisor and fellow RA/PAs.

Additional Responsibilities

1. Voice questions or concerns regarding your appointment to your faculty supervisor immediately.
2. Contact the Department Chair immediately if an unresolvable conflict arises between you and your supervisor, or if the supervisor assigns responsibilities not listed in this description.
3. PAs are responsible for balancing their time, tracking hours worked and checking in with the supervisor at regularly scheduled meetings to make sure that the workload is fair and doable.

Performance

Gather feedback on your performance using methods agreed upon by you and your supervisor.