

**Graduate Assistantship Positions
School of Arts, Science & Business
2024-2025**

Master of Arts in Biomedical Studies

Graduate Assistant (multiple positions)

Graduate Assistantship positions may include (1) teaching undergraduate introduction or general biology courses and/or associated laboratory sections; (2) support of faculty research labs through independent experiments, laboratory maintenance, and training of undergraduate students; or (3) administration of specific laboratory assignments, monitoring of safety during labs, and student support.

Lab Assistant

This Graduate Assistantship position is responsible for delivering services and instruction related to introductory science labs for undergraduate majors. Working in close association with lab coordinators, the Lab Assistant will help with instruction and safety management of labs and provide office hours for students, grading support, and other services, as directed by lab coordinators.

MFA Creative Writing

Fourth River Fellowship

This Graduate Assistant will serve as managing editor of *The Fourth River* literary journal. Responsibilities include management of production timelines and schedules for the online and print issues of the journal; coordination of reading schedules for the submittal queue; work with designers and authors; and representation of Chatham's MFA program and *The Fourth River* at AWP, the Conversations and Connections Conference, and launch parties.

Special Projects Graduate Assistant

This position will provide support for research, creative activity of faculty or special projects of the MFA program. This could include researching and assisting with grant proposals for the program or individual faculty members.

Graduate Teaching Fellowship (multiple positions)

This Graduate Assistant will assist professors with undergraduate creative writing classes, and possible work in the writing center. Competitive applicants for these positions will have experience providing instruction, particularly of creative writing, in the classroom or workshop environment.

Master of Business Administration

Clinical Placement Coordinator for Chatham's Physician Assistant Program

This Graduate Assistant will serve as a point of contact for preceptors and students of Chatham's Physician Assistant program. The assistant will help with coordination of placements for PA

students; assist with the creation of professional development opportunities for PA students, including educational seminars and mentorship programs; and maintain an inventory of program-wide reports and data.

Graduate Assistant – Business & Entrepreneurship

This Graduate Assistant will work with the department to assist with assorted projects, including social media management, marketing management, event planning, data entry, and faculty research support.