

Seeking Applicants for Graduate Assistant – Career and Graduate Programs Development

Title: Graduate Student Assistant – Career and Graduate Programs Support

Department: College of Engineering, Dean's Office of Graduate Education, Indianapolis

Anticipated Start Date: January 2026

Position Description:

The College of Engineering Graduate Education office seeks a Graduate Assistant to support innovative, data-driven initiatives that enhance the graduate student experience—particularly for Indianapolis-based engineering students. The position will help plan and coordinate career and leadership workshops, build community across the Indianapolis and West Lafayette campuses, and collaborate with partners to strengthen students' career readiness and sense of belonging.

Key responsibilities include supporting data collection and analysis related to Indianapolis graduate programs (curriculum, enrollment, outcomes), drafting year end reports, managing the graduate student research symposia and online mentoring initiatives (GradTrack and GradBridge), and assisting with Indianapolis-based graduate recruitment and outreach efforts (including but not limited to campus tours, lab showcases, and 4+1 program information sessions). Additional duties may include communications, event logistics, and working directly with prospective and current students to promote engagement and success in engineering graduate education.

This appointment will be a 50% (half time) appointment at 20 hours per week with typical work hours during the business day, though occasional evening or weekend commitments may be required. The appointment will begin in January 2026 and may be renewed based on program needs and performance.

Qualifications / Required Skills:

- Pursuing an engineering graduate degree in a program eligible to hold an assistantship (Ineligible program include online and professional masters.)
- Expected graduation date of December 2026 or later (later preferred).
- Strong interest in career development, leadership, and student success in engineering.
- Experience with event planning, student engagement, or academic programming.
- Familiarity with data tracking, communications tools, and collaborative platforms (e.g., MS Teams, Qualtrics, etc.).
- Excellent organizational and communication skills.
- Self-motivated and able to work independently and collaboratively.
- Ability to manage multiple priorities and maintain confidentiality.
- **Preference will be given to graduate students based in Indianapolis.**

Compensation:

Compensation will be commensurate with College of Engineering graduate assistantship rates and the student's academic level.

To Apply:

Complete the following GA Application by **November 19** here:

https://purdue.ca1.qualtrics.com/jfe/form/SV_024d2NgkWCPVMeW