GRADUATE ASSISTANT FOR PEER PROGRAMS
STATESBORO CAMPUS | 2019 - 2020

General Description: The Graduate Assistant (GA) for Peer Programs provides supervision and administration of the Peer Mentor Program or Tutoring Services. The GA works to create environments conducive to the academic development and personal growth of Georgia Southern University students. The GA will directly supervise and evaluate approximately 10-25 undergraduate Peer Mentors or Peer Tutors in their implementation of mentoring, tutoring and programmatic efforts. The GA works collaboratively with the ASC staff and campus partners. The GA reports to the Coordinator of Peer Programs.

Job Specifications/Qualifications:
- A desire to work in developing the academic skills of students via tutoring, mentoring, workshops, programming and other outreach efforts.
- Demonstrated skills in the following areas are highly desirable: supervision, program planning, professionalism, problem-solving, effective written/oral communication skills, presentation skills, and flexibility.
- An ability to work with diverse populations.
- In order to qualify for a graduate assistantship, the applicant must be enrolled as a full-time student at Georgia Southern University for fall and spring semester and maintain a 3.0 GPA.
- The position is considered the GA’s primary, non-academic activity and the GA may not accept other employment at the university. Outside involvements should be discussed with the supervisor at the beginning of each semester to assess appropriateness.
- Ability to physically lift a minimum of 25 pounds.
- Must successfully complete a background investigation.
- Preference is given to candidates who are enrolled in graduate programs related to education or counseling.

Remuneration: The GA appointment is 10 months (August to May). Salary for the position is $7,750/year, which is paid on a monthly basis. A partial tuition waiver and out of state fees are waived for the GA who is accepted unconditionally in graduate school. As this position is classified as a graduate assistantship, standard employee benefits are not provided. There may be an option for summer employment.

Duties and Responsibilities: The GA maintains a level of confidentiality, professionalism, and equality at all times. The GA completes 20 hours a week through regular office hours, weekly check-ins with their direct supervisor, and consistent evening meetings and programs. Of those hours, approximately 10 hours a week may go toward evening (5:00pm – 10:00pm) and weekend hours.

Specific responsibilities include but are not limited to:

Selection and Hiring:
- Assist in the ongoing recruitment and selection of student staff as needed.
- Conduct interviews for new student staff and provide recommendations for hire to the Coordinator.
- Assist the Coordinator in the logistics of hiring paperwork, on-boarding, and contract review for new and returning student staff.

Training and Development:
- Implement the CRLA Training for Level I certification.
- Track completion of the certification requirements and provide updates to student staff regarding their certification status.
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- Provide personal, academic, and leadership development to Peer Mentors or Peer Tutors on a regular basis.

**Supervision:**
- Peer Mentor Program:
  - Provide direct supervision to approximately 10 Peer Mentors, including meeting with each supervisee bi-weekly, holding bi-weekly staff meetings, and conducting evaluations each semester.
- Tutoring Services:
  - Provide direct supervision to up to 25 tutors, including coordinating monthly staff meetings, monthly one-on-one staff meetings, conducting observations and evaluations each semester.
  - Monitor and provide recommendations to Peer Mentors or Peer Tutors for the support of their assigned mentees or tutees. Make appropriate referrals as necessary.
  - Communicate regularly with the Coordinator regarding any concerns or other important information related to Peer Mentors, Peer Tutors or their assigned mentees/tutees.

**Programming and Outreach:**
- Research, develop, and implement educational programming initiatives to support the development of study skills and academic excellence of students.
- Assist in the marketing and communication of ASC programming efforts.
- Assist with University Open Houses and recruitment events for prospective students.
- Provide administrative support in the marketing, communication, and logistical planning of events sponsored by the ASC.
- Tutoring Services:
  - Update and maintain the campus-wide tutoring schedule on the ASC website and in hard copy.
  - Work with the Coordinator to update/develop content for the website in regards to tutoring services and resources for students, staff and faculty.
  - Develop and implement creative marketing strategies to increase student usage of tutoring services.

**Miscellaneous:**
- Attend GA staff meetings and one-on-one supervision and planning meetings with supervisor.
- Attend workshops and training sessions as determined by your supervisor.
- Assist in the assessment and evaluation of the Peer Mentor Program or Tutoring Services.
- Maintain a neat, organized, and clean work area.
- Perform other duties as assigned.

**To Apply:** Send a cover letter and resume to Malerie Payne at maleriepayne@georgiasouthern.edu