Office of Testing Services
Graduate Assistant

The Office of Testing Services – Statesboro campus has an available graduate assistant position.

Position Description:
The graduate assistant will work closely with the Coordinator of Testing Services. Duties will include administering the GACE Teacher Certification exam, CLEP, ACCUPLACER, Castle WorldWide, Kryterion, ISO Quality, eCore and general proctored exams. Answering and returning phone calls and emails. Responsible for setting up computers with vendor testing software.

Observe candidates throughout the testing session to ensure no unauthorized testing aids, or materials are being utilized and ensure the testers are maintaining testing integrity. Assist with special projects and office coverage as needed. Perform other duties as assigned.

Skills:
Exceptional customer service and telephone skills; energetic and self-motivated; ability to work with diverse populations; comfortable with computer software with proficiency with PC and Microsoft Office Applications software including word processing, spreadsheet and databases; ability to maintain confidentiality; effective communication (verbal and written); organization and human relations skills.

Hours:
Monday through Friday between 8am – 5:00 pm with some weekends as needed.

Requirements:
Must be enrolled or accepted in a graduate program at Georgia Southern University. Graduate students who apply cannot be enrolled in a program that requires the GACE Teacher Certification exam to graduate or for their future job. Unfortunately, due to the technical aspects of this position, students graduating within one semester cannot apply. Send a cover letter and resume to testing@georgiasouthern.edu. Review of resumes will begin on April 19, 2019.

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.
Contact:
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academics.georgiasouthern.edu/success/testing