Graduate Assistant, Programming and Recruitment  
Georgia Southern University  
Educational Opportunity Programs/Student Support Services

**General Description:** The Graduate Assistant for programming and recruitment works directly with the Educational Opportunity Programs/Student Support Services program staff to implement the programming model and aid in the recruitment process for SSS. The Graduate Assistant provides programs and services to students who are historically unrepresented in higher education. Through our programs and services we aid in the holistic development of students to maximize their potential for success at Georgia Southern and beyond.

**Job Qualifications:** Successful applications will possess the following:
- Ability to work 20 hours per week between 8:00 a.m. and 5:00 p.m., Monday through Friday, including potential evening hours.
- Regular admission into a graduate program at Georgia Southern University
- A grade point average of 3.0 or above on a 4.0 scale
- Effective communication skills (written and verbal)
- Organization and human relations skills
- Proficiency with computers and Microsoft Office applications
- A strong commitment helping students develop successful academic skills is essential

**Preferred Qualifications:**
- Experience with planning small and large scale events
- Knowledge of diverse and/or underserved student needs

**Duties and Responsibilities:** The duties and responsibilities of the Graduate Assistant for Programming and Recruitment include, but are not limited to the following:
- Counseling and advising a caseload of program participants
- Coordinate workshops for program participants
- Coordinates events and schedules for program recruitment
- Assist EOP/SSS staff with data entry and analysis, website development, and office supervision
- Provide monthly professional development for student workers
- Assist professional staff in program facilitation
- Coordinate TRIO program’s alumni efforts and faculty/staff engagement initiatives
- Prepare presentations for students, staff, participants, and families
- Attend EOP/SSS staff meetings
- Other duties as assigned by EOP/SSS staff

**For Additional Information:** For additional information about Education Opportunity Programs/Student Support Services, please visit our websites at GeorgiaSouthern.Edu/EOP and GeorgiaSouthern.Edu/SSS.

**To Apply:** Please send a cover letter, resume with current email address for correspondence, and contact information for three (3) references to LHarris@GeorgiaSouthern.Edu or mail to C/O Leslie Harris, Georgia Southern University, P.O. Box 8071-1, Statesboro, GA 30460.