GRADUATE ASSISTANT FOR PEER PROGRAMS
STATESBORO CAMPUS | 2020-2021

General Description: The Graduate Assistant (GA) for Peer Programs provides supervision and administration of the Peer Mentor Program and other educational programming in the Academic Success Center (ASC). 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 10-12 undergraduate Peer Mentors in their implementation of one-on-one mentoring and programming efforts. The GA works collaboratively with the ASC staff and campus partners. The GA reports to the Coordinator of Peer Programs and the position is based on the Statesboro Campus.

Description of Functional Areas:
● Peer Mentor Program - Training
  ○ Responsible for implementing and tracking CRLA training requirements of Peer Mentors.
● Peer Mentor Program - Marketing and Outreach
  ○ Responsible for implementing regular marketing and outreach strategies for Peer Programs including Instagram.
● Peer Mentor Program - Recruitment and Selection
  ○ Responsible for implementing recruitment and selection processes for hiring undergraduate student leaders each semester.
● Peer Mentor Program - Programming
  ○ Responsible for planning and implementing educational programs for Peer Mentors and Mentees every month.
● Peer Mentor Program - Peer Mentor/Mentee Matching
  ○ Responsible for the Peer Mentor Program mentee sign-up and matching process.

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, flexibility, professionalism, problem-solving, effective written/oral communication skills, presentation skills, and program planning.
● An ability to work with diverse populations.
● In order to qualify for a graduate assistantship, 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. The GA may not have significant responsibility in an extracurricular activity. 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 the Coordinator in marketing and posting mentor positions through Human Resources
- Assist in the ongoing recruitment and selection of Peer Mentors as needed
- Conduct interviews for new mentors 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 mentors

**Training and Development:**
- Implement the CRLA Mentor Training for Level I certification
- Track mentors’ completion of the certification requirements and provide updates to mentors as to their certification status
- Provide personal, academic, and leadership development to Peer Mentors on a regular basis

**Supervision:**
- Provide direct supervision to up to 10 Peer Mentors, including meeting with each supervisee bi-weekly, holding bi-weekly staff meetings, and conducting evaluations each semester.
- Monitor and provide recommendations to Peer Mentors for the support of their assigned mentees. Make appropriate referrals to Peer Mentors and mentees as necessary.
- Communicate regularly with the Coordinator regarding any concerns or other important information related to Peer Mentors or their assigned mentees.

**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.

**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.
- Maintain a neat, organized, and clean work area.
- Perform other duties as assigned.

**To Apply:** Send cover letter and resume to Kimberly Adkins kimberlyadkins@georgiasouthern.edu. Please indicate which functional area(s) you are interested in.