OVERVIEW

The Instructional Design and Faculty Support Graduate Assistant supports the work of First- and Second-Year Programming by assisting in instructional design initiatives for FY and SY programs, supporting FY and SY instructors, and marketing FY and SY initiatives. Applicants must be unconditionally accepted into a graduate school program, have a cumulative 3.0 GPA, and be enrolled in a minimum of nine hours per semester unless a waiver is obtained through the Graduate School.

DUTIES AND RESPONSIBILITIES

The Instructional Design and Support graduate assistant is administratively responsible to the Assistant Director of First- and Second-Year Programs. This position is twenty (20) hours a week in the First- and Second-Year Programs office on the Statesboro campus, although occasional travel to Hinesville and Armstrong campuses may be required. Specific duties and responsibilities include (but are not limited to):

1. Instructional Design and Assessment
   - Assist with instructional design initiatives, such as working with subject matter experts to design or revise content, analyzing current content for performance gaps, designing and developing instructional materials to close performance gaps, and assessing instructional initiatives
   - Review and edit learning modules and associated assessments for FY/SY courses in Folio, Georgia Southern’s online learning management system
   - Copy FY/SY content into all FY Folio courses
   - Correct Folio issues as they occur
   - Gather usage data from Folio

2. Instructional Support
   - Facilitate Folio training workshops for instructors and peer educators
   - Meet with instructors one-on-one as needed to discuss Folio-related issues
   - Assist in instructor development initiatives
   - Create and edit resources for instructors, including (but not limited to) Folio customization guides, how-to videos, FY/SY webpages, etc.

3. FY and SY Programming
   - Assist in planning and assessing FY and SY events
   - Provide support (print attendance verification, hang flyers, etc.) for campus partners participating in FYE’s Success Series

4. FY and SY Marketing
   - Market upcoming workshops, programs, or other FY and SY initiatives
• Manage social media platforms
• Assess marketing initiatives

QUALIFICATIONS

Applicants should have all of the minimum qualifications listed below:

• Professionalism and attention to detail
• Strong written and verbal communication skills
• Strong academic research skills
• Strong technology skills or experience mastering an previously unfamiliar software program
• Ability to work without constant supervision
• Strong planning and organizational skills
• Ability to work with diverse populations

In addition to the minimum qualifications listed above, experience in the following qualifications is preferred:

• Reviewing and editing course content in an online learning managing system (such as Desire2Learn, Blackboard, Canvas, etc.)
• Using instructional design programs such as Articulate Storyline 360, Photoshop, Illustrator, etc.
• Developing curriculum
• Creating and marketing content in social media platforms
• Using a wide variety of presentation techniques to engage diverse audiences
• Thinking creatively
• Working one-on-one with students, faculty or staff to address an issue or solve a problem

REMUNERATION

The stipend for this position is $7,750 per academic year (fall and spring), paid monthly according to the schedule developed by the Graduate School. Reduced tuition (all but $25 of standard in-state or out-of-state tuition) is also provided (note: premium tuition charged in some programs is not covered). Graduate assistants are responsible for all student fees, which are in addition to tuition. As this position is classified as a graduate assistantship, Georgia Southern University employee benefits are not provided.

Our office values the experience returning GAs provide. Graduate assistants who serve a second year receive an $800 supplement for the academic year over the base stipend. A summer assistantship may also be available.

HOW TO APPLY

Graduate students wishing to be considered for this GA position must be regularly admitted, have a formal application on file with the Graduate School and submit a separate cover letter and resume to: Brenda Richardson, (brendarichardson@georgiasouthern.edu). The cover letter should address the applicant's qualifications in relation to the specific position description for which he or she is applying.

FYE anticipates screening applications and offering a first round of interviews in mid-March.