STUDENT LEADERSHIP & PROGRAMMING
GRADUATE ASSISTANT
STATESBORO CAMPUS

OVERVIEW
The Student Leadership & Programming (SLP) Graduate Assistant assists the work of First- and Second-Year Programming through support of student leadership programs connected to FY/SY curricular initiatives. This position works closely with the recruitment, selection, training and oversight of FYE 1220 peer educators (more information about the peer educator program can be found on http://academics.georgiasouthern.edu/fye/students/peers/). 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 Student Leadership & Programming graduate assistant is administratively responsible to the Assistant Director of First- and Second-Year Programs. This position is twenty (20) hours a week - some of which will be at night during peak recruitment/training times - 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. **Student Leadership**
   - Assist in the recruitment and selection of peer educators
   - Facilitate training workshops for peer educators
   - Meet with peer educators one-on-one
   - Provide on-going support for peer educators and FYE 1220 instructors

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, FYE/SYE 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
   - Market upcoming workshops, programs, or other FY and SY initiatives

QUALIFICATIONS
Applicants should have all of the minimum qualifications listed below:
- Professionalism and attention to detail
- Strong written and verbal communication skills
• Proficiency in Microsoft Office
• 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:
• Prior experience in Peer Mentoring or Peer Leadership programs
• Assessment experience
• Experience in selecting and training student leaders
• Public speaking experience
• 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.