Assistantship Description:
Graduate Assistant: Office of Student Activities (1 position: Armstrong campus in Savannah)

Term of Contract:
August 2020-May 2021, with the possibility for contract renewal.

Qualifications:
Assistantships are awarded on a competitive basis. Applicants must be enrolled in a graduate program of study (Higher Education or a related field is strongly preferred) at Georgia Southern University. Successful applicants should have campus activities experience within a student affairs setting and should demonstrate strong organizational, communication, time management, interpersonal and leadership skills. Additionally, successful applicants must have a strong commitment to customer service as well as the development of students. Must be available during the Summer 2020.

Closing Date:
Open until filled.

Position Description:
Under the general supervision of the Director, Assistant Director, and Coordinator, the Graduate Assistant will assist in the planning, implementation, coordination, daily administration, facilitation, supervision and evaluation of campus programs and services through the Office of Student Activities. The position will also work collaboratively with the various departments within the Division of Student Affairs to coordinate diverse programming and learning/developmental opportunities for student leaders and student organizations. Other responsibilities include, but are not limited to:

Responsibilities:
- Provide advising and direction for OSA related programs
- Advise and develop student leaders through best practices in higher education
- Develop educational resources and assist with training for student leaders
- Serve 20 office hours a week, which may also include occasional evening and weekend commitments
- Serve as a departmental representative during orientation and other university recruitment initiatives
- Collect and interpret program data from various sources
- Assist in resource allocation management
- Attend professional development conferences
- Perform other duties as assigned

To apply:
After receiving your official acceptance letter:
Email a cover letter and resume to:
pbradley@GeorgiaSouthern.edu
with the subject: GA Posting