GRADUATE ASSISTANT FOR STUDENT SUCCESS
(MACE & MARKETING)
ARMSTRONG CAMPUS | 2020-2021

General Description: This position provides assistance to full-time staff overseeing the Major and Career Exploration Center (MACE) and helps undergraduate students complete various exploration exercises within the center. This would include assisting in generating data reports, maintaining center and office materials, providing classroom presentations, and promoting the center and office at appropriate campus events. In combination with the aforementioned, this Graduate Assistant would serve as a lead in developing marketing and communication initiatives through social media, web, and print materials for campus wide student success initiatives in collaboration with the Assistant Director of the Academic Success Center. The GA position is based on the Armstrong Campus.

Job Specifications/Qualifications:
● A desire to work in developing workshops, programming and other outreach efforts.
● Demonstrated skills in the following areas are highly desirable: supervision, marketing, professionalism, problem-solving, effective written/oral communication skills, presentation skills, and flexibility.
● An ability to work with diverse populations.
● In order to qualify for a graduate assistantship, the applicant 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, meetings and training with their student staff, etc.

Specific responsibilities include but are not limited to:

Selection and Hiring:
● Assist in the ongoing recruitment and selection of student staff as needed.
● Conduct interviews for new student staff and provide recommendations for hire to the supervisor.
● Assist leadership in the logistics of hiring paperwork, on-boarding, and contract review for new and returning student staff.

Supervision & Training:
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- Provide direct supervision to approximately 4 MACE student workers, including maintaining weekly schedules
- Communicate regularly with the supervisor(s) regarding any concerns or other important information related to student workers.
- Provide personal, academic, and leadership development to student workers on a regular basis.

Major and Career Exploration Center (MACE)
- Facilitate undergraduate students completing various campus and community resources
- Assist in generating data reports, maintaining center materials, providing classroom presentations, and promoting the center at appropriate campus events.

Marketing & Communication:
- Assist in the implementation of branding, marketing, communication, and promotion of support services for student success areas of the MACE, Academic Success Center, and Academic Advising. Develop and implement creative marketing strategies to increase student usage of support services. Ways of facilitating such could include:
  - Website edits/continuity review
  - Social media
  - Generating/editing newsletters
  - Facilitating student focus groups and presenting feedback to leadership

To Apply: Send a cover letter and resume to Allison Lyon at asc-sav@georgiasouthern.edu