Office of the Dean of Students

Military and Veteran Student Center – Graduate Assistant

Position
The Graduate Assistant for the Military and Veteran Student Center will assist the Director in the overall organization and administration of the Military and Veteran Student Center (MVSC). The goal of the MVSC is to help students transition from military service into being a successful student at Georgia Southern University.

Responsibilities
Primary responsibilities include assisting with the planning, scheduling, administration, management, and supervision, facilitation of education, and programming for the MVSC. Represent the MVSC at various recruiting and orientation sessions. Present to various audiences regarding programs and services offered through the MVSC. Assist with MVSC special events and perform other duties as assigned.

Required Qualifications
• Bachelor’s degree
• Admission into a GSU graduate program
• Excellent verbal/written communication skills
• Motivation, enthusiasm, and attention to detail
• Self- Starter, professionalism and willingness to learn
• Willingness to work with a diverse population
• Maintain regular office hours (20 hrs. per week)
• Work occasional night or weekend

Preferred Qualifications
• A current military service member or veteran
• Proficiency with computer skills (Microsoft Word, Powerpoint, Microsoft Excel, Maxient)

To Apply
Send a letter of application, resume, and three references to:

Joel P. Wright, J.D.
Associate Dean of Students for Military Affairs
Director, Military and Veteran Student Center
Georgia Southern University
P. O. Box 8070
Statesboro, GA 30460-8070

For more information, contact the Dean of Students Office at 912.478.3326

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