Georgia Southern University
I.T. for Academic Affairs
Graduate Assistant Description

I.T. for Academic Affairs supports technology enhanced classrooms, provides technical support and training to faculty and staff, supports distance learning, writes/publishes reports, and provides technical support and training on a variety of software applications for units in Academic Affairs.

The Graduate Assistant position assists the Information Analyst by writing, developing, and publishing reports, maintaining databases, spreadsheets, and various other duties as needed.

Minimum requirements: Proficiency with PC computers and Microsoft Office Applications software including word processing, spreadsheets and databases; Must have good time management skills and the ability to work independently; excellent communication skills (verbal and written) required; Experience in programming in code (sql), and familiarity with Crystal Reports, Blackboard Analytics, Business Objects, and/or Banner is beneficial.