Jiann-Ping Hsu College of Public Health
Department of Community Health and Environmental Health Sciences

Graduate Assistant Description:

The assistant will help with project and research led by the Department Chair, Dr. Joseph Telfair. Job duties include but are not limited to: arranging meetings; composing, typing, and distributing meeting notes; scanning or copying materials; maintaining paper and electronic filing systems for records, correspondence, or other materials, typing notes for research documents, review and collating information from project documents. Other duties as assigned.

This job requires that assistant has a set work schedule Monday-Friday. The total number of hours per week is 20.

Term of Contract:

August 2015 – May 2016, with the possibility for contract renewal.

Salary:

$775 per month for 10 months.

Qualifications:

Successful applicants should have strong communication, organizational and interpersonal skills. The applicant should also have strong skills in Microsoft Office products and should be able to quickly learn new software.

Application:

Assistantships are awarded on a competitive basis. Applicants must be enrolled in a graduate program of study at Georgia Southern University. Standard employee benefits are not provided for this graduate assistantship position.

All applicants must have an application completed with the College of Graduate Studies in order to be hired. In addition to this requirement, please submit a cover letter and resume to: Joseph Telfair (jtelfair@georgiasouthern.edu).

Closing Date:

Open until filled.

For further information: Contact Joseph Telfair (jtelfair@georgiasouthern.edu)