Graduate Assistant Description:

The assistant will work for the staff in the Office of the Dean. Job duties include: answering the main college phone, filling supply orders, maintaining the workrooms, receiving packages, delivering mail, copying and scanning materials, maintaining spreadsheets for budget purposes and accreditation purposes, and other duties as assigned.

This job requires that the assistant work with a co-worker to ensure that there is phone coverage during office hours (9:00 AM – 5:00 PM). 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 including MS Access 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: Belinda Classens (bclassens@georgiasouthern.edu).

Closing Date:

Open until filled.

For further information:

Contact Belinda Classens (bclassens@georgiasouthern.edu)