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

Graduate Assistant Description:

The assistant will help with the JPHCOPH database project which is being led by the Department Chair, Dr. Joseph Telfair. The purpose of the project is to have a system which allows us to quickly report and analyze data on 1) Student - performance and follow-up (alumni) 2) Faculty - performance and evaluation data 3) Administration and 4) Other ad-hoc reporting needs so that the college leadership can more easily report to our accrediting bodies, as well as make better operational decisions. The assistant will work with our college and IT for Academic Affairs.

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 skills (written and oral), strong organizational and interpersonal skills. The applicant should also be proficient with PCs and in using Microsoft Office application software, including MS Access. Preferred experience includes database development, programing code (SQL), and familiarity with the following software: Crystal Reports, Blackboard Analytics, Business Object, Banner, Sharepoint, and Folio

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)