Office of Testing Services
Graduate Assistant

The Office of Testing Services has an available graduate assistant.

**Position Description:**
The graduate assistant will work closely with the Coordinator of Testing Services. Duties will include administering the GACE Teacher Certification exam, answering phone calls and e-mails, assisting with administering exams as delegated, and assist with programs in the Academic Success Center.

**Skills:**
Exceptional customer service and telephone skills; energetic and self-motivated; and ability to work with diverse populations; comfortable with computer software with proficiency with PC and Microsoft Office Applications software including word processing, spreadsheet and databases; ability to maintain confidentiality; effective communication (verbal and written); organization and human relations skills.

**Hours:**
Monday through Friday between 8am – 5pm with some weekends as needed. Specifically between 8:00 am – 2:00 pm are needed for testing.

**Requirements:**
Must be enrolled or accepted in a graduate program at Georgia Southern University. Graduate students who apply cannot be enrolled in a program that requires the GACE Teacher Certification exam to graduate or for their future job. Unfortunately, due to the technical aspects of this position, students graduating in May 2016 or after summer semester cannot apply. Send a cover letter and resume to testing@georgiasouthern.edu. Review of resumes will begin on November 1, 2015.

**Contact:**
Dr. Theresa Beebe Novotny
Coordinator of Testing Services
Cone Hall Room 2031
testing@georgiasouthern.edu
http://studentsupport.georgiasouthern.edu/asc/testing