Academic Success Center Graduate Assistant
Georgia Southern University
Academic Success Center
Job Analysis

General Description: The Academic Success Center (ASC) Graduate Assistant is enrolled in a Georgia Southern University graduate program. The ASC Graduate Assistant implements objectives and programs to enhance the purpose of the Academic Success Center.

Job Specifications/Qualifications
♦ As a graduate student enrolled in academic classes at Georgia Southern University, the ASC Graduate Assistant must be enrolled as a full-time student each semester and maintain a cumulative 3.0 GPA in order to qualify for a graduate assistantship. The ASC Graduate Assistant must take at least 9 hours per semester. He or she may be enrolled in any Graduate School program.
♦ Prior experience in tutorial services and academic success programs is preferred.
♦ A strong commitment to work with the director and staff in helping students to develop successful academic skills and abilities is essential.
♦ Demonstrated skills in the following areas are highly desirable: teamwork, oral and written communication, supervision, and computer usage.
♦ As the position is considered the graduate assistant’s primary non-academic activity, the Graduate Assistant may not accept other employment without prior approval.

Remuneration: The graduate assistantship is a 10-month position with training beginning in August and responsibilities concluding in early May (summer may also be available). The salary for the position is $7,200 a year. Partial tuition and out of state fees are waived for this assistantship if student is accepted unconditionally in graduate school. As this position is classified as a graduate assistantship, standard employee benefits are not provided.

Duties and Responsibilities: The graduate assistant is administratively responsible to the Academic Success Center Director. He or she is expected to maintain daily contact with the ASC Director. The graduate assistant works 20 hours a week in the Academic Success Center, assisting the director in developing and implementing programs related to student academic success and personal growth. The graduate assistant must be able to
♦ Coordinate workshops.
♦ Help keep spreadsheets for workshops.
♦ Assist tutors in evening activities.
♦ Market the many benefits of the ASC.
♦ Attend staff meetings.
♦ Perform other duties as assigned by the ASC Director.