UNIVERSITY HONORS PROGRAM
GRADUATE ASSISTANT

Overview:
The graduate assistant in the University Honors Program will assist the staff in carrying out various tasks associated with honors student recruitment and honors student engagement. As such, we seek an individual who works well with others and has excellent oral and written communication skills.

The University Honors Program provides a small college atmosphere in the context of a large comprehensive university. The Program is designed to foster the development of a critical sense of inquiry, a spirit of creativity, a global perspective, and an ethic of civic responsibility. A hallmark of the Program is the emphasis on bringing ideas to life through undergraduate research, experiential learning, and service-learning opportunities.

Responsibilities:
• Represent the Program and effectively provide information to prospective students about the program at university recruitment events
• Assist with coordination of honors student recruitment efforts
• Assist with coordination of leadership team for the planning and execution of events in the Honors Living Learning Community
• Attend some evening and weekend events
• Occasional off-campus travel
• Assist with office administrative tasks
• Other duties as assigned

Required Qualifications:
• Excellent verbal and written communication skills
• Confident and comfortable talking with strangers
• Attention to detail
• Proficiency with Excel
• Work well in a team environment

Preferred Qualifications:
• Proficiency with SPSS
• Photography skills

To Apply:
• Ensure that you are admitted to a graduate program at Georgia Southern University
• Send resume with three professional references along with letter of interest to Dr. Steven Engel, Director, University Honors Program, at sengel@georgiasouthern.edu