Georgia Southern University  
Division of Student Affairs and Enrollment Management  
Office of Student Activities

GRADUATE ASSISTANTSHIP ANNOUNCEMENT

Assistantship Description:
Graduate Assistant: University Programming Board–Office of Student Activities

Term of Contract:
August 2017–May 2018, with the possibility for contract renewal.

Salary:
$775 per month

Qualifications:
Assistantships are awarded on a competitive basis. Applicants must be enrolled in a graduate program of study (Higher Education or a related field is strongly preferred) at Georgia Southern University by January 2017. Successful applicants should have campus programming experience within a student affairs setting and should demonstrate strong organizational, communication, time management, interpersonal and leadership skills. Additionally, successful applicants must have a strong commitment to customer service as well as the development of students.

Closing Date:
Open until filled.

Position Description:
Under the general supervision of an Activities Coordinator and the Assistant Director of Programming in the Office of Student Activities, the Graduate Assistant will assist in the planning, implementation, coordination, daily administration, facilitation, supervision and evaluation of programs through the Office of Student Activities and the Georgia Southern University Programming Board (UPB). The position will also work with the various departments within the Division of Student Affairs and Enrollment Management to coordinate programming. Other responsibilities include, but are not limited to:

Responsibilities:
- Provide advising and direction for UPB related programs
- Advise and develop student leaders within UPB through best practices in higher education
- Develop and manage educational resources for UPB members
- Serve 20 office hours a week, which may also include occasional evening and weekend commitments
- Serve as a departmental representative during orientation and other university recruitment initiatives
- Collect and update program information and data from various sources
- Assist in preparation of program evaluations and reports
- Plan and coordinate travel arrangements for the UPB members attending conferences
- Perform other duties as assigned
- Support and co-develop educational opportunities for UPB members
- Other duties as assigned

Please submit a cover letter and resume to:  
Memory Littles, Assistant Director  
Office of Student Activities  
(mlittles@GeorgiaSouthern.edu)