Assistantship Description:
Graduate Assistant – Student Organizations– Office of Student Activities (OSA)

Position Description:
Under the general supervision of one Activities Coordinator, and one Assistant Director for Student Organizations, the Graduate Assistant for Student Organizations will assist in the coordination and facilitation of services for Georgia Southern University’s 290+ registered student organizations. As a fundamental duty of the position, the Graduate Assistant for Student Organizations will also assist in the management of communication between the Office of Student Activities and student organizations, and will be responsible for assisting in the facilitation of various training sessions geared towards the general and specific development of student organizational leaders.

Responsibilities:
- Serve as a vital link in communication between the Office of Student Activities and Georgia Southern University’s registered student organizations utilizing multimedia sources
- Assist in the coordination and facilitation of student organization training sessions in conjunction with the Office of Student Activities and various departments within the division of Student Affairs and Enrollment Management
- Coordinate student organization fairs
- Serve as a consulting resource for student organizations in the areas of event planning, fundraising, risk management and general organization development management
- Perform other duties as assigned

Required Qualifications:
- Admission into a GSU graduate program
- Excellent verbal/written communication skills
- Strong commitment to customer service as well as development of students
- Motivation, enthusiasm, and attention to detail
- Self-starter, professionalism and willingness to learn

Preferred Qualifications:
- Career aspirations in higher education- student affairs (student activities, leadership development or programming)
- Student organization membership experiences as an undergraduate student
- Student organization leadership position(s)

Stipend
$7,750 for August 2017-May 2018. Student is responsible for activity fees and books. Professional development funding available.

About the Office of Student Activities
The Office of Student Activities supports the mission of Georgia Southern University by providing and enhancing diverse involvement opportunities beyond the classroom in a student-centered and engaging environment. We are committed to providing excellent customer service and promoting student growth and development through experiential learning, while fostering a sense of pride and connection to the University.

To Apply
Send a letter of application, resume, and three references to:
Cara Wood, Assistant Director
P.O. Box 7990
Statesboro, Georgia 30460

For more information, contact:
Office of Student Activities at 912.478.7270
or email cwood@georgiasouthern.edu