The Curriculum Design and Faculty Support Graduate Assistant supports the work of the First-Year Experience (FYE) by reviewing curriculum for FYE programs, assisting faculty with Folio (Desire2Learn) customization, and marketing FYE initiatives. **Applicants must be unconditionally accepted into a graduate school program, have a cumulative 3.0 GPA, and be enrolled in a minimum of nine hours per semester unless a waiver is obtained through the Graduate School.**

### MINIMUM QUALIFICATIONS

- Professionalism and attention to detail;
- Strong written and verbal communication skills (particularly with faculty);
- Strong academic research skills;
- Willingness to develop mastery of online learning management system;
- Ability to work without constant supervision;
- Organizing events; and,
- Ability to work with diverse populations.

### PREFERRED QUALIFICATIONS

Experience and skills in the following areas are desirable:

- Reviewing and editing course content in an online learning managing system (such as Desire2Learn, Blackboard, Canvas, etc.);
- Developing curriculum;
- Creating and marketing content in social media platforms;
- Using a wide variety of presentation techniques to engage diverse audiences;
- Thinking creatively; and,
- Working one-on-one with students, faculty or staff to address an issue or solve a problem.

### DUTIES AND RESPONSIBILITIES

The Curriculum Design and Faculty Support graduate assistant is administratively responsible to the Assistant Director of First-Year Experience, although she/he works with all full-time members of the FYE staff on programs for which they are responsible. This position is twenty (20) hours a week in the First-Year Experience office. Specific duties and responsibilities include (but are not limited to):

#### A. Curriculum Design and Assessment

- Review and edit learning modules and associated assessments for FYE courses in Folio, Georgia Southern’s online learning management system;
- Copy FYE content into all FYE Folio courses;
- Correct Folio issues as they occur;
- Gather usage data from Folio
- Provide support for annual FYE assessment initiatives (focus changes year to year);

#### B. Faculty Support

- Facilitate Folio training workshops for faculty and peer educators;
• Meet with faculty one-on-one as needed to discuss Folio-related issues;
• Assist in faculty development initiatives, such as new-to-FYE lunches and the faculty symposium;
• Create and edit faculty guides for FYE 1220 and FYE 1410 Folio modules; and,
• Create and edit resources for faculty, including (but not limited to): Folio customization guides, how-to videos, FYE webpages, etc.

D. FYE 1220 and FYE 1410 Programming

• Assist in planning and assessing FYE events such as Majors Fair (fall), and The Global Engagement Fair (spring);
• Provide support (print attendance verification, hang flyers, etc.) for campus partners participating in FYE’s Success Series (fall) and Global Engagement Series (spring); and
• Assist with Conversations with Professors and Phi Eta Sigma as needed.

C. FYE Marketing

• Market upcoming workshops, programs, or other FYE initiatives;
• Manage FYE’s social media platforms; and
• Assess marketing initiatives.

REMUNERATION

The stipend for this position is $7,750 per academic year (fall and spring), paid monthly according to the schedule developed by the Graduate School. Reduced tuition (all but $25 of standard in-state or out-of-state tuition) is also provided (note: premium tuition charged in some programs is not covered). Graduate assistants are responsible for all student fees, which are in addition to tuition. As this position is classified as a graduate assistantship, Georgia Southern University employee benefits are not provided.

FYE values the experience returning GAs provide. Graduate assistants who serve a second year receive an $800 supplement for the academic year over the base stipend.

HOW TO APPLY

Graduate students wishing to be considered for this GA position must be regularly admitted, have a formal application on file with the Graduate School and submit a separate cover letter and resume to:

   Alicia Spence, M.A.

   ahowe@georgiasouthern.edu

The cover letter should address the applicant’s qualifications in relation to the specific position description for which he or she is applying.

FYE anticipates screening applications and offering a first round of interviews in mid-March. Check the following URL for updates concerning the search: http://academics.georgiasouthern.edu/fye/grads/