Student Leadership & Programming Graduate Assistant  
Position Description  
First-Year Experience

**General Description**
The Student Leadership & Programming (SLP) Graduate Assistant assists the work of the First-Year Experience (FYE) office through support of student leadership programs connected to FYE’s curricular initiatives (First-Year Seminar and Conversations with Professors). This position works closely with the recruitment, selection, training and oversight of FYE 1220 peer educators (more information about FYE’s peer educator program can be found at [http://academics.georgiasouthern.edu/fye/students/peers/](http://academics.georgiasouthern.edu/fye/students/peers/)). The SLP GA also assists with the logistics and assessment of FYE programs, including the FYE Success Series. The SLP GA works twenty (20) hours a week - some of which will be at night during peak recruitment/training times - in the First-Year Experience office.

The FYE Student Leadership & Programming GA is a currently enrolled, full-time student in a Georgia Southern University graduate program. The assistantship is an academic year position envisioned to begin in the Fall semester and to continue into the Spring, although continuance in the position requires satisfactory job performance and maintaining good academic standing. An assistantship or employment may also be available in the summer.

**Position Requirements**
- Experience as an undergraduate student leader
- Strong planning & organizational skills
- Strong communication skills (both with faculty & students)
- Ability to work with diverse populations
- Professionalism and attention to detail
- Proficiency in Microsoft Excel
- Ability to work without constant supervision
- Academic requirements:
  - Unconditionally accepted into a Graduate School program
  - Cumulative 3.0 GPA
  - A minimum of nine hours per semester unless a waiver is obtained through the Graduate School

**Preferred Qualifications**
- Prior experience in First-Year Experience, Peer Mentoring or Peer Leadership programs
- Assessment experience
- Experience in selecting and training student leaders
- Public speaking experience

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**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. In the event that the SLP GA returns for a second or subsequent year in FYE, the stipend would increase $800 for the academic year.

**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, resume, and list of three references to:

Kimberlee Yontz  
kimberleeyontz@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.