Graduate Assistant
Georgia Southern University
Educational Opportunity Programs/Student Support Services

**General Description:** The Graduate Assistant for the Department of Educational Opportunity Programs (EOP)/Student Support Services (SSS) works directly with the America Reads (AR) and America Counts (AC) programs within the office. These programs are missioned to help students with literacy and math skills in elementary school (AR) and middle and high school (AC). Both of these programs are managed by the Graduate Assistant.

**Job Qualifications:** Successful applications will possess the following:
- Ability to work 20 hours per week between 8:00 a.m. and 5:00 p.m., Monday through Friday
- Eligibility for a work-study award through Financial Aid
- Regular admission into a graduate program at Georgia Southern University
- A grade point average of 3.0 or above on a 4.0 scale
- Effective communication skills (written and verbal)
- Organization and human relations skills
- Proficiency with computers and Microsoft Office applications
- A strong commitment helping students develop successful academic skills is essential

**Preferred Qualifications:**
- Prior experience in tutorial services and/or academic success programs
- Experience working with diverse and/or underserved student populations
- An undergraduate degree in the field of education

**Duties and Responsibilities:** The duties and responsibilities of the Graduate Assistant for EOP/SSS include, but are not limited to the following:
- Hire and/or manage up to 12 work-study tutors for the AR and AC programs
- Coordinates monthly development opportunities for tutors
- Communicate with local k-12 administrators and site coordinators/managers
- Coordinate workshops and events for program participants and their families
- Assist EOP/SSS with data entry and analysis, website development, and office supervision
- Prepare presentations for students, staff, participants, and families.
- Attend EOP/SSS staff meetings
- Other duties as assigned by EOP/SSS staff

**For Additional Information:** For additional information about Education Opportunity Programs/Student Support Services, please visit our websites at GeorgiaSouthern.Edu/EOP and GeorgiaSouthern.Edu/SSS.

**To Apply:** Please send a cover letter, resume with current email address for correspondence, and contact information for three (3) references to LHarris@GeorgiaSouthern.Edu or mail to C/O Leslie Harris, Georgia Southern University, P.O. Box 8071-1, Statesboro, GA 30460.