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

GRADUATE ASSISTANTSHIP ANNOUNCEMENT

Assistantship Description:
Graduate Assistant: Office of Student Activities

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

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 2018. 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 the Assistant Director and Director 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 collaboratively with the various departments within the Division of Student Affairs to coordinate diverse 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 educational resources and assist with training for UPB members
- Serve 25 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 interpret program data from various sources
- Assist in resource allocation management
- Attend professional development conferences with Board members
- Support and co-develop educational opportunities for UPB members
- Perform other duties as assigned

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