Graduate Assistant for Mentoring and Programming
2018 – 2019

General Description: The Graduate Assistant (GA) for Mentoring and Programming provides supervision and administration of the Peer Mentoring Program and other educational programming in the Academic Success Center (ASC). The GA works to create environments conducive to the academic development and personal growth of Georgia Southern University students. The GA will directly supervise and evaluate 10-12 undergraduate Peer Mentors in their implementation of one-on-one academic coaching and programming efforts. The GA works collaboratively with the ASC staff and campus partners. The GA reports to a full-time staff member in the ASC.

Job Specifications/Qualifications:

● A desire to work in developing the academic skills of students via mentoring, workshops, programming and other outreach efforts.

● Demonstrated skills in the following areas are highly desirable: supervision, flexibility, professionalism, problem-solving, effective written/oral communication skills, presentation skills, and program planning.

● An ability to work with diverse populations.

● In order to qualify for a graduate assistantship, must be enrolled as a full-time student at Georgia Southern University for fall and spring semester and maintain a 3.0 GPA.

● The position is considered the GA’s primary, non-academic activity and the GA may not accept other employment at the university. The GA may not have significant responsibility in an extracurricular activity. Outside involvements should be discussed with the supervisor at the beginning of each semester to assess appropriateness.

● Ability to physically lift a minimum of 25 pounds.

● Must successfully complete a background investigation.

● Preference is given to candidates who are enrolled in graduate programs related to education or counseling.

Remuneration: The GA appointment is 10 months (August to May). Salary for the position is $7,750/year that is paid on a monthly basis. A partial tuition waiver and out of state fees are waived for the GA who is accepted unconditionally in graduate school. As this position is classified as a graduate assistantship, standard employee benefits are not provided. There may be an option for summer employment.

Duties and Responsibilities: The GA maintains a level of confidentiality, professionalism, and equality at all times. The GA completes 20 hours a week through
regular office hours, weekly check-ins with their direct supervisor, and consistent evening meetings and programs. Of those hours, approximately 10 hours a week may go toward evening (5pm – 10pm) and weekend hours.

Specific responsibilities include but are not limited to:

**Staff Supervision and Development:**
- Provide personal, academic, and leadership development to Peer Mentors on a regular basis.
- Provide direct supervision to 10-12 Peer Mentors, including meeting with each supervisee bi-weekly, holding weekly staff meetings, and conducting evaluations.
- Monitor and provide recommendations to Peer Mentors for the support of their assigned mentees. Make appropriate referrals to Peer Mentors and mentees as necessary.
- Communicate regularly with the ASC staff supervisor regarding any concerns or other important information related to Peer Mentors or their assigned mentees.
- Assist in the ongoing recruitment and selection of Peer Mentors as needed.
- Assist in the assessment and evaluation of the Peer Mentor Program.

**Programming:**
- Research, develop, and implement educational programming initiatives to support the development of study skills and academic excellence of students.
- Present workshops and programming on study skills and academic excellence for students as requested by campus partners.
- Assist in the marketing and communication of ASC programming efforts.

**Miscellaneous:**
- Attend GA staff meetings and one-on-one supervision and planning meetings with supervisor.
- Assist with University Open Houses and recruitment events for prospective students.
- Provide administrative support in the marketing, communication, and logistical planning of events sponsored by the ASC.
- Attend workshops and training sessions as determined by your supervisor.
- Maintain a neat, organized, and clean work area.
- Perform other duties as assigned.