OVERVIEW

The Instructional Design and Faculty Support Graduate Assistant supports the work of the First-Year Experience (FYE) and Second-Year Experience (SYE) by assisting in instructional design initiatives for FYE and SYE programs, supporting FYE and SYE faculty, and marketing FYE and SYE 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.

DUTIES AND RESPONSIBILITIES

The Instructional Design and Faculty Support graduate assistant is administratively responsible to the Associate Director of First-Year Experience, although she/he works with all full-time members of the FYE and SYE staff on programs for which they are responsible. This position is twenty (20) hours a week in the First-Year Experience office on the Statesboro campus, although occasional travel to Hinesville and Armstrong campuses may be required. Specific duties and responsibilities include (but are not limited to):

1. Instructional Design and Assessment
   - Assist with instructional design initiatives, such as working with subject matter experts to design or revise content, analyzing current content for performance gaps, designing and developing instructional materials to close performance gaps, and assessing instructional initiatives
   - Review and edit learning modules and associated assessments for FYE/SYE courses in Folio, Georgia Southern’s online learning management system;
   - Copy FYE/SYE content into all FYE Folio courses;
   - Correct Folio issues as they occur;
   - Gather usage data from Folio

2. 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/SYE lunches and the faculty symposium
   - Create and edit resources for faculty, including (but not limited to) Folio customization guides, how-to videos, FYE/SYE webpages, etc.

3. FYE and SYE Programming
   - Assist in planning and assessing FYE and SYE events
   - Provide support (print attendance verification, hang flyers, etc.) for campus partners participating in FYE’s Success Series
   - Assist with Conversations with Professors and Phi Eta Sigma as needed

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

QUALIFICATIONS

Applicants should have all of the **minimum qualifications** listed below:

- Professionalism and attention to detail
- Strong written and verbal communication skills (particularly with faculty)
- Strong academic research skills
- Strong technology skills or experience mastering an previously unfamiliar software program
- Ability to work without constant supervision
- Organizing events
- Ability to work with diverse populations

In addition to the minimum qualifications listed above, experience in the following qualifications is preferred:

- Reviewing and editing course content in an online learning managing system (such as Desire2Learn, Blackboard, Canvas, etc.)
- Using instructional design programs such as Articulate Storyline 360, Photoshop, Illustrator, etc.
- Developing curriculum
- Creating and marketing content in social media platforms
- Using a wide variety of presentation techniques to engage diverse audiences
- Thinking creatively
- Working one-on-one with students, faculty or staff to address an issue or solve a problem

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 late March. Check the following URL for updates concerning the search: [http://academics.georgiasouthern.edu/fye/grads/](http://academics.georgiasouthern.edu/fye/grads/)