DUTIES AND RESPONSIBILITIES:
The Graduate Assistant for Administrative Support is directly supervised by an Assistant Director of Residence Education. If selected for this position, the GA will be responsible for completing 20-25 hours a week through regular office hours, weekly check-ins with their direct supervisor, and some night time or weekend requirements as needed. The GA is expected to maintain confidentiality, demonstrate professionalism, and will be trusted with departmental finances.

This position will support Residence Education central staff by completing miscellaneous administrative tasks, providing training and support for up to 8 Resident Director Administrative Assistants (student positions), managing petty cash distributions and tracking, and processing financial transactions for multiple department budgets. Specific responsibilities include, but are not limited to:

Administrative Duties
- Develop training, staff support strategies, and accountability tools for the Resident Director Administrative Assistant Team.
- Assist staff in providing residence halls with necessary materials during Operation Move-In, throughout the year, and during closing procedures.
- Attend, take minutes, and distribute notes to professional staff from weekly staff meetings.
- Update administrative documents as needed, e.g. rosters, policy manuals, training materials, staff evaluation forms, calendars, etc.
- Produce a weekly newsletter to residents to inform them of campus opportunities.
- Serve on the Residence Education Administration Committee (Wheel Committee).

Financial Management
- Regularly update budget records and process appropriate financial paperwork.
- Oversee the coordination of weekly shopping trip, process receipts and record in appropriate budgets, complete petty cash transmittals, maintain record keeping, communicate amounts spent to budget managers for Quicken registers, etc.
- Conduct weekly shopping trip for program supplies if the designated student shopper is unable to attend.
- Process department purchasing card packets for each Assistant Director of Residence Education.

miscellaneous
- Attend one-on-one supervision and planning meetings with supervisor.
- Serve on departmental committees as needed.
- Assist with 3 scheduled University Open Houses each year and prospective student tours as needed.
- Assist University Housing with staff recruitment, interviewing, and training as needed.
- Attend workshops and training sessions as needed or required.
- Maintain a neat, organized, and clean work area.
- Perform other duties as assigned.
CANDIDATE REQUIREMENTS:
- Must be enrolled as a full time graduate student at Georgia Southern University for fall and spring semester and maintain a 3.0 GPA.
- Must be able to work with diverse populations.
- Must be able to physically lift a minimum of 25 pounds.
- Must successfully complete a background investigation.
- The position is considered the GA’s primary, non-academic activity, so 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.

PREFERRED QUALIFICATIONS:
- Qualified candidates must be able to generate and maintain appropriate documentation pertinent to various processes and procedures as needed.
- Qualified candidates must be able to maintain confidentiality and demonstrate flexibility, professionalism, problem-solving, and effective communication skills. Ability to take initiative on ambiguous projects is desired.
- Prior experience providing administrative or accounting support for a department or organization is highly desired. Experience working in a residence hall environment is also a desired qualification.
- Proficiency with Microsoft Excel and/or Quicken.

REMUNERATION:
The position’s appointment period is 10 months (August to May) and salary for the position is $7,750/year (paid on a monthly basis). GA must be accepted unconditionally into the Graduate School to receive a partial tuition waiver and out-of-state fee waiver. As this position is classified as a graduate assistantship, standard employee benefits are not provided. This position may be required to report to campus for training 2-3 weeks early in exchange for additional pay (determined by the length of time required for training). This position does not provide housing, but the GA may choose to live on campus at their own expense.

HOW TO APPLY:
Candidates should apply by submitting a resume and cover letter to Casey Weaver at housingjobs@georgiasouthern.edu by Monday, March 5, 2018, to be considered for an interview. Qualified candidates will be asked to take part in interviews on Monday, March 12, 2018 on the Statesboro campus.