OVERVIEW

The Assessment, Research and Logistics graduate assistant supports the work of the First-Year Experience (FYE) and Second-Year Experience (SYE) through multiple detail-oriented “back office” processes essential to the office’s smooth operation. Primary responsibilities include coordinating the logistics of FYE and SYE programs, assessing the effectiveness of those programs, and conducting research into effective 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 Assessment, Research and Logistics 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. Specific duties and responsibilities include (but are not limited to):

1. Evaluation of FYE and SYE Courses and Programs
   - Oversee the assembly, administration, scanning, and compilation the FYE and SYE Student Ratings of Instruction (SRI)
   - Oversee the hiring process of a team of SRI Assistants
   - Manage a team of 10+ SRI Assistants to ensure completion of student/professor evaluations
     - Train SRI assistants
     - Create and maintain a detailed schedule for administration of SRIs
     - Communicate with professors and SRI Assistants during the weeks of SRI administration
   - Upload SRI data to the Provost’s office
   - Aggregate SRI data into faculty reports
   - Send SRI reports to faculty
   - Coordinate the assessment of FYE Success Series programs and,
   - Coordinate the assessment of the Conversations with Professors program.

2. Logistical Support for Major Initiatives
   - Coordinate Conversations with Professors logistics, including distribution of rosters to student assistants, locking and unlocking doors, and preparing for the faculty/student assistant reception
   - Coordinate Phi Eta Sigma Induction Ceremony logistics, including communicating instructions to volunteers, prepping and delivering supplies to ceremony site, designing the program, and organizing inductee check-in
   - Serve as FYE Council secretary (includes recording minutes)

3. Research Best Practices in FYE and SYE
   - Conduct research into various topics related to FYE and SYE initiatives
   - Create best practices reports to share with leadership
4. Other Duties as Assigned

QUALIFICATIONS

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

- Experience manipulating data in Microsoft Excel (demonstration of proficiency required)
- Ability to supervise a team of undergraduate students
- Ability to communicate logistics for major events
- Strong academic research skills
- Strong written and verbal communication skills (particularly with faculty)
- Professionalism and attention to detail
- Strong technology skills or experience mastering an previously unfamiliar software program
- Ability to work without constant supervision
- Ability to work with diverse populations

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

- Working with report-writing or statistical software
- Organizing major events
- Using databases to conduct research
- Thinking creatively to solve problems

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/)