General Description
The Major and Career Exploration Center Graduate Assistant is responsible for providing assistance to full time staff overseeing the center and helping undergraduate students complete various exercises within the Major and Career Exploration Center. This position would assist in training and supervising student workers and attend organizational planning meetings throughout the academic year. The graduate assistant would also assist in generating data reports, maintaining center materials, providing classroom presentations, promoting the center at appropriate campus events, and other duties as assigned. This position may also assist in the administration of advisement for exploratory students. The Major and Career Exploration Center Graduate Assistant is a currently enrolled, full-time student in a Georgia Southern University graduate program. This position is an academic year position which generally begins in the fall semester and continues into the spring, although continuance in the position requires satisfactory job performance and maintaining good academic standing (3.0 GPA). A summer assistantship may also be available. This position is for the Statesboro campus.

Position Requirements
• A strong desire to work in a dynamic student-centered environment
• Professionalism, attention to detail, and strong communication skills
• Ability to work without constant supervision

Preferred Skills and Experience
• Experience working as a peer mentor, tutor, or a leadership position within an organization
• An understanding of student development theory
• Knowledge of campus resources

Academic Requirements
• Unconditionally accepted into a Graduate School program
• Cumulative 3.0 GPA
• A minimum of nine hours per semester unless a waiver is obtained through the Graduate School

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. In the event that the GA returns for a second or subsequent year in FYE, the stipend would increase $800 for the academic year. (Continued)
Duties and Responsibilities
The Graduate Assistant reports to the Assistant Director for Advisement within First-Year Experience. The Graduate Assistant works twenty (20) hours a week assisting the Assistant Director with specific duties and responsibilities including (but are not limited to):

A. Major and Career Exploration Center
- Facilitate undergraduate student complete various self, major, and career exploration exercises
- Assist in generating data reports, maintaining center materials, providing classroom presentations, promoting the center at appropriate campus events

B. Administration of Academic Advisement
- Conduct scheduled academic advisement sessions with exploratory students
- Facilitate exploratory student changes of major, including degree evaluations
- Answer general registration, advisement and major exploration questions
- Assist with organization, preparation and evaluation of student files, advisement forms, changes of major, etc.
- Assist with external events, including participation in Majors and Career Exploration Fair and other major exploration programming, admissions receptions and open houses, honors visitation days, guest lecturing in FYE 1220 sections, and other events as needed.
- Assist with mass communication efforts including email, telephone and/or other types of contact with exploratory students.

Contact Information
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:

Breanna Calamas, M.S.
Assistant Director for Advisement
bcalamas@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.