Graduate Assistant (GA)– TRiO Student Support Services
Georgia Southern University, Armstrong Campus

Job Description

The Office of TRiO Student Support Services, Armstrong Campus (TRiO) seeks to hire a Graduate Assistant (GA) for the 2018-2019 school year. TRiO provides academic, career, and financial services to eligible students who identify as first generation, low-income, and/or disabled.

The function of the GA is to provide administrative support to TRiO by assisting in program administration, data collection and analysis, and logistical coordination of activities. The duties of the GA shall include, but is not limited to, assisting TRiO participants with academic tutoring, graduate school searches, internship and scholarship applications, and career exploration as well as representing TRiO at University functions to include SOAR.

The GA is also responsible for support in conducting longitudinal research of participants’ academic progress and retention and assisting with the development, design and structure of the research project in-line with TRiO program outcomes. The GA will assist in collecting participant data related to the research project while adhering to proper protocols so as to maintain and ensure the safety and confidentiality of data. The GA is also charged with documenting the activities of the program using photography and/or video as well as maintaining social media. Additional duties may include: filing, answering the phones and making appointments as well as other duties as assigned.

Minimum Job Requirements

The GA shall be a full-time graduate student in good academic standing, should have an interest in program development and the educational attainment of underrepresented students, experience in working in an office environment, excellent in the use of Microsoft Office, social media and understanding of professional behavior in an office environment (i.e. attire and character).

Preference given to candidates assigned to the Armstrong Campus and those who have been successful in overcoming barriers similar to those confronting participants.