Position Title and Duration: Graduate Assistant - Writing Consultant / Fall 2018 – Spring 2019
Workplace Location: GSU Armstrong Campus, Writing Center
11935 Abercorn Road, 123 Gamble Hall
Savannah, GA 31419
1-912-344-3072

Position Compensation: Assistant will receive $3,875 stipend per semester with a tuition waiver. Assistant is responsible for activity fees and books. Neither professional development funding nor summer employment is available.

Administrative Contact: Mary Jernigan, Administrative Specialist
Georgia Southern University, Jack N. Averitt College of Graduate Studies
261 Forest Drive, Veazey Hall
Statesboro, GA 20460
1-912-478-8612

Will Train Applicant: Yes

Applications Accepted By: Deborah Reese, Director

Please send cover letter, résumé, and names of three references, plus their contact information. In addition, submit two writing samples—one an academic research paper, the other anything that, in the applicant’s opinion, serves as a strong example of the applicant’s writing.

Fax or email application materials to:
Fax number: 1-912-344-3494
Email address: deborahreese@georgiasouthern.edu
Subject Line: Atten: Application / Writing Center Graduate Assistantship

Job Description

ROLE AND RESPONSIBILITIES
A graduate assistant’s main responsibility in the Armstrong Writing Center is to help GSU Savannah students in all disciplinary fields to become better writers. When working with student clients, a graduate assistant will do the following: discuss writing strengths and weaknesses, provide assistance in understanding grammar-mechanics, suggest strategies for improvements in writing process and product, assist when problems arise with computers or printers, and uphold an atmosphere of professionalism and cooperation within the Writing Center. A graduate assistant is, moreover, tasked with the responsibility of collaborating with the Director to support, mentor, and supervise tutors in the course of their duties. For example, a graduate assistant helps the Director plan and execute tutor training sessions, which involve reading, research, writing, and practice. A graduate assistant collaborates with the Director to extend the scholarship of the Writing Center, both on campus and at conferences. Classroom visitations, open houses, workshops, fundraisers, and special gatherings are events a graduate student will coordinate and plan alongside the Director. General paperwork and recordkeeping tasks must be completed, and a graduate assistant is further responsible for working scheduled hours and helping to maintain the Writing Center’s work space.

QUALIFICATIONS AND EDUCATION REQUIREMENTS
Bachelor’s Degree from an accredited university; admission into a GSU graduate program

PREFERRED SKILLS
Superior proficiency in written and verbal communication; outstanding participation in collaborative activities; competent with computers and word-processing programs, particularly MS Office

ADDITIONAL NOTES
Motivation, enthusiasm, and attention to detail; self-starter, professionalism, and willingness to learn

For more information, contact Deborah Reese by phone at 912-344-3142 or by email at deborahreese@georgiasouthern.edu.