

Graduate Assistant – College of Graduate Studies

20 Hours Per Week

Position Classification: GAA, with the possibility of GRA, depending on student's program of study
Currently 2 positions are available for the 2019-20 Academic Year

General Description

Graduate Assistants (GA's) in the College of Graduate Studies (CoGS) work under the general supervision of the Office Supervisor and assist all CoGS staff with managing daily operations and achieving departmental goals.

Primary Duties and Responsibilities

Duties and responsibilities may include the following:

- Process applications and other admissions materials; process graduate assistant (GA) applications
- Respond to requests for information about graduate programs in person, by phone, and through email
- Assist current and potential graduate students with admissions and other graduate procedures
- Communicate with faculty and academic departments regarding CoGS functions
- Assist with designing, editing, and maintaining the CoGS website
- Develop and/or modify marketing materials for graduate programs
- Conduct research, collect data, and prepare reports
- Create and edit forms
- Process College of Graduate Studies mail
- Scan documents into appropriate databases
- Prepare materials for recruiting events
- Attend recruiting events
- Assist with technology issues and needs

Essential Functions

- Ability to communicate and interact effectively and appropriately with diverse populations, the University community and the public
- Ability to maintain confidentiality of records and information
- Ability to maintain files and records accurately, in paper and in software programs
- Ability to handle multiple tasks simultaneously
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, PowerPoint, Publisher)
- Knowledge of graduate school programs, policies and procedures
- Ability to interpret and apply policies fairly and consistently

Qualifications

Required: Applicant must be accepted into an APSU graduate program and be enrolled as a full time student in order to begin an assistantship. GA's must maintain a minimum graduate GPA of 3.0 in order to remain eligible for an assistantship.

Preferred:

- Customer service experience
- Database experience
- Basic computer skills
- Ability to use Microsoft Office tools, to include Outlook, Word, Excel, PowerPoint, Publisher
- Excellent communication skills, both verbal and written
- Self-motivated, detail-oriented, organized
- Available to work Monday-Friday
- 2 year eligibility as a GA