

Office of the Associate Provost for Graduate Programs

DEADLINE TO APPLY: June 21, 2017

Position Title: Graduate Administrative Assistant (GAA) – Office/Event Support

Hours per week: 10 - 15 hours

Dates of Appointment: Fall 2017 & Spring 2018 (*With Potential for Summer*)

- Fall: August 1, 2017 through December 4, 2017
- Spring: January 8, 2018 through April 23, 2018

Location: Atlanta Campus

Compensation: Full Tuition Waiver and Monthly Stipend

Duties and Responsibilities:

The Graduate Administrative Assistant (GAA) for the Office of the Associate Provost for Graduate Programs will:

- Assist with the planning and execution of professional development workshops, events and orientations for graduate students. (i.e., registration management, attendance tracking and convey event details to participants, preparation of materials, participant packet, handouts)
- Supports preparation of meeting spaces for workshops and events
- Assist with staff coverage for information table at university events
- Develop marketing materials for programs and events (flyers, signage, invitations etc...)
- Organize and maintain collection of programmatic information for various colleges
- Performs a variety of internet research functions
- Attend and participate in staff meetings
- Complete special projects, reports and other administrative support tasks as needed.

Qualifications

- Must be a GSU graduate or professional student in good academic standing pursuing a master's or doctoral degree.
- Must be detail-oriented.
- Must possess effective oral, interpersonal, and written communication skills.
- Must demonstrate effective time management and organizational skills.
- Ability to work collaboratively as part of a team.
- Be energetic, creative, professional and possess a positive attitude
- High standards of ethics and integrity
- Must have experience with marketing, publicity or outreach, ideally across mediums (i.e. print, social media, email, newsletters, etc).
- Must have knowledge of Microsoft Word, Excel, Power Point, Publisher and Outlook
- Experience using Eventbrite, Wufoo, Canva, WordPress, and SPSS is a plus

CONTACT INFORMATION:

Dori Neptune, Project Coordinator
Office of the Associate Provost for Graduate Programs
Georgia State University
Centennial Hall
100 Auburn Ave.
Office: 404-413-2694

To Apply:

Applications are due **June 21, 2017 by 11:59pm**. Applicants may submit (1) resume/CV and (2) cover letter which speaks to the applicants' experience and qualifications, (3) two references (faculty/staff) include name, title, phone number and e-mail. Use the link below to submit application materials: <https://gsugraduateprograms.wufoo.com/forms/graduate-administrative-assistant-application/>

About the Office of the Associate Provost for Graduate Programs:



The Office of the Associate Provost for Graduate Programs was Initiated at Georgia State University in July 2014 with the appointment of Dr. Lisa Armistead. The office partners with graduate students, faculty, administrators and staff to identify and expand upon best practices for graduate and professional programs. Georgia State offers graduate degrees in more than 100 fields of study across nine colleges and schools: the Andrew Young School of Policy Studies, the Byrdine F. Lewis School of Nursing & Health Professions, the College of the Arts, the College of Arts & Sciences, the College of Education and Human Development, the College of Law, the Institute for Biomedical Sciences, the J. Mack Robinson

College of Business and the School of Public Health. In addition to its collaborations with the university's graduate programs, the office also oversees initiatives for Georgia State's postdoctoral associates and fellows.

The Office of the Associate Provost for Graduate Programs relies on the latest data and context for graduate programs nationwide to support initiatives for prospective and current students that cross program and college boundaries.

With a mission to grow Georgia State's graduate programs, the office helps fund campus visits for prospective Ph.D. students, consolidates and distributes best practices for recruitment and enrollment, and partners with faculty to build innovative new graduate programs. The office further strives to attend to each student's progression to degree completion through its coordination of graduate policies and procedures, a university-wide new student orientation, writing workshops for completing theses and dissertations, assistance with scholarship and fellowship applications, central fellowships targeting degree completion and workshops focused on students' professional development.