Data Management Graduate Administrative Assistant Opportunity
Career Services & Alumni Relations Office
Andrew Young School of Policy Studies

Open to ALL GSU GRADUATE students graduating December 2022 or later.

General Responsibilities:
- Provide administrative support to multiple functions including: Employer Relations, Alumni Relations and Student Clubs.
- Support staff with logistics for events.
- Provide resume critiques to AYS undergrad students (training provided).
- Assist employers, students and alumni with utilizing Handshake, GSU online job and event management system (training provided).
- Respond to questions main office email account and/or forward to appropriate staff person.
- Support staff in identifying alums to serve as panelists or speakers for programs throughout AYS.

Including the above general responsibilities, the Data Management GA will handle the following:
- Maintain accurate event data (attendance, etc.) and provide support with reports as needed.
- Maintain accurate alumni contact information and career-related data.

Required Qualifications:
- Strong Microsoft Excel skills (proven ability to use with large projects). Experience building queries and reports.
- Back-end experience using a CRM (e.g., Salesforce, Raiser’s Edge, etc.)
- Comfortable learning new software in the workplace.
- High level of professionalism (“business-casual” attire required); Strong work ethic, professional demeanor and excellent customer service skills.
- Ability to remain flexible, roll with changes and respond to immediate needs.
- Strong communication skills, including strong writing skills.
- Strong administrative and organizational skills; ability to manage time and projects efficiently and pay close attention to details
- Strong critical thinking and problem-solving skills. Comfortable taking initiative and the ability to research and utilize resources to find answers.
- Ability to work effectively independently or as part of a team.

Additional Strongly Preferred Qualifications:
- Database creation and/or management experience is a plus.
- Experience with Microsoft Access is a plus.
- Event planning/coordination experience.
- Interest in public policy is a plus.

TO APPLY:
Submit a cover letter & resume here in Handshake. Please indicate reason for interest in the position. What skills do you have that would support this role?

DEADLINE: Position will be open until filled.

PLEASE NOTE: GAA Position = Tuition waiver + $monthly stipend (based on experience)
15-20 hrs./wk.