

THE YOU FIRST PROJECT

GRADUATION INITIATIVE FOR FIRST-GENERATION STUDENTS AT TSU

Graduate Assistant Job Description

Summary Job Description

The You First Project: Graduation initiatives for First-Generation students at TSU is seeking applicants for 2 Graduate Assistant positions. Responsibilities will include helping the staff with everyday office administrative needs such as calling students, helping students with time prioritization, and providing study skill support as well as assisting students with basic academic issues. Written and oral communication skills are a must as candidates engage with program participants regularly and are expected to work on designing engaging flyers and brochures as well as interacting with students. They also interact with all stakeholders on social media, including Twitter, Instagram, and Facebook. Graduate assistants must be reliable, abide by the agreed-upon schedules, able to maintain absolute confidentiality and work independently. Completion of general office tasks will be expected when needed. This is only a brief description of the position; other duties will be assigned as necessary.

Job Requirements/ Qualifications

- Knowledge of Microsoft Office software (i.e., Word, PowerPoint, Excel, Outlook)-Mandatory
- Knowledge of Internet/online research applications and general communication technology (i.e., email, phone, scanners, google docs, etc.): Mandatory
- Excellent written and oral communication skills (Including telephone and email etiquette)
- Familiarity with presenting documents/presentations on Instagram or the desire to learn quickly.
- Knowledge of CANVA (graphic design platform), Adobe Creative/Illustrator/Photoshop, or/and any other flyer and poster design platform.
- Ability to adhere to timelines.
- Ability to be punctual, self-guided, and work independently.
- This is an on-ground, student-facing job.
- Friday work availability is desired.

Eligibility:

- Full-time graduate student enrolled at **and** taking classes at Tennessee State University
- Taking a minimum of 9 graduate credit hours each semester (Fall & Spring).
- Submission of an application package and successfully completing All the interview processes
- Availability to work 20 hours/week (no exception).

Duration of Contract:

- This is an academic year (Fall and Spring) grant-funded appointment. Continuing work with this office depends on competency and shown work disposition in the office.
- Activity Directors may rescind any GA contract if the GA is ineffective or does not meet the Time and Effort requirement mandated by the Department of Education.
- This is a stipend only assistantship. There is no tuition waiver provided. Additionally, there is no health insurance or other benefits. Vacation time is not included.

If you meet the above qualifications and wish to be considered a candidate for this position, please submit the required documentation through the appropriate online format by the published deadline.

Pre-selected candidates will also meet with the You First Project staff to better assess fit.