**Graduate Assistant Job Description**

**Summary Job Description**

The You First Project: Graduation initiatives for First-Generation students at TSU is seeking applicants for a Graduate Assistant position. Responsibilities will include helping students with time prioritization and providing study skill support as well as assisting 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 interact with students and high-level 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)
* Ability to manage multiple projects and adhere to timelines
* Ability to be punctual, self-guided, and work independently
* Knowledge of SPSS and/or SAS, Adobe Creative/Illustrator, or/and Canvas are a definite plus.

**Eligibility:**

* Full-time graduate student enrolled at **and** taking classes at Tennessee State University
* Taking a minimum of 9 graduate credit hours each semester (6 credits in the summer)
* 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) appointment **but** continuing work with this office depends on competency and shown disposition at work. A summer contract may be available to selected GAs depending upon office workload and the availability of funds.
* Activity Directors may rescind any GA contract if the GA is ineffective or does not meet the Time and Effort requirement (GAs must be enrolled in graduate-level courses at TSU for a minimum of 9 hours per semester or 6 hours in the summer).
* 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 either.

If you meet the above qualifications and wish to be considered a candidate for this position, please submit the following documents:

* Current CV
* Cover letter
* 2 Letters of reference

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