

Leadership Programs
Graduate Administrative Assistant for Student Organizations
Job Description

Office Description

Leadership Programs promotes student involvement, out-of-class learning experiences and leadership skill development as an integral part of a university education. Leadership Programs provides programming and support to the areas of Leadership Development, Greek Life, and Student Organizations. Leadership Programs is a unit of the Division of Student Affairs.

Duties and Job Responsibilities

- Assist in the coordination, creation, and delivery of student organization trainings, including the annual student organization orientation and student organization officer training series.
- Assist in the chartering process of new and existing student organizations, including meeting with petitioning student organizations, reviewing student organization constitutions, and preparing reports for the Student Life Committee of the University Senate.
- Provide general advising to student organization officers and advisors in the areas of organization management and university policies and procedures.
- Assist with room reservations for student organization orientations, trainings, and events.
- Assist with the planning and execution of the Student Organization Fair each semester.
- Manage the student organizations area social media accounts (Facebook and Twitter).
- Promote the use of OrgSync software to student organizations through trainings and advertising.
- Assist in the creation and management of the student organizations newsletter.
- Other duties as assigned by the Assistant Director for Leadership Programs and/or other professional staff from the office of Leadership Programs.

Minimum Qualifications

- Applicant must be enrolled full-time in a graduate program at Georgia State University
- Ability to work fall and spring semesters
- Ability to work both independently and within diverse groups in fast paced work environment
- Knowledge of Microsoft Office (i.e., Word, Excel, Access, etc)
- Knowledge of office environment and administrative duties
- Excellent written skills and editing knowledge

Preferred Qualifications

- Experience in working with student organizations
- Experience with leadership development, teambuilding activities, and training techniques
- Experience with programming and planning of events
- Strong interpersonal, oral, and written skills
- Effective organizational and time management skills
- Extensive knowledge of Microsoft Office software applications
- Experience with technology with emphasis in social media (i.e., iMovie, audacity, Facebook, Twitter)
- Excellent interpersonal and customer service skills

Appointment Level II, 20 hours per week; Compensation - \$3,600 stipend per semester, plus tuition waiver

Applications can be submitted online at <https://orgsync.com/32900/forms/252118>. Questions regarding the position can be sent to Jeff Benson, Assistant Director for Leadership Programs, at jbenson@gsu.edu or via phone at 404-413-1582.