

Job Title:	Graduate Assistant	Job Category:	Graduate Assistant
Location:	Lakeland	Travel Required:	Yes
Assistantship Level:	50-100%	Position Type:	Varying
Contact:	Meredith Prokuski and Kristen Pinner	Date posted:	Open
Will Train Applicant(s):	Yes	Posting Expires:	Open

Applications Accepted By:

Online Application: <https://www.flsouthern.edu/adult-graduate/additional-info/age-financial-aid/graduate-assistantships/graduate-assistantship-application.aspx>

E-Mail: kpinner@flsouthern.edu

Subject Line: FSC MBA Graduate Assistant Application

Job Description:

ROLES AND RESPONSIBILITIES

Assist with faculty, program, or department as assigned. Duties may include:

- Assisting MBA Coordinator and/or Director with data entry, analytics, and communication materials.
- Assisting the graduate Admission department with the formulation and generation of prospective student communications. Actively recruit prospective students through social media management, email campaigns, and print marketing.
- Assisting faculty in the Barney Barnett School of Business & Free Enterprise with research topics.
- Working closely with faculty to manage internship documentation of undergraduate and graduate students.
- Assisting Coordinator(s) and Administrative Assistant(s) with events held for and hosted by the Barney Barnett School of Business and Free Enterprise.
- Assisting faculty, staff, and department with technical assistance such as videography and filming, film editing, A/V Set up and management, etc.
- Maintaining a professional demeanor at events as a Florida Southern College representative.
- Teaching and/or research assistance
- Administrative tasks
- Special program planning and/or event coordination

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be an admitted Florida Southern MBA candidate to be considered.
- Graduate assistantship positions may be granted on need, merit, or experience.
- Must complete GRE/GMAT to be considered
- Must remain in good academic standing
- Must be proactive and follow up on tasks diligently.
- Must be willing to work on a broad range of tasks.
- Comfortable and able to work in a fast-paced environment.
- Excellent written and verbal communication skills – for email and phone correspondence.
- Experience with social media sites (Facebook, Twitter, and LinkedIn).
- Public speaking experience.

PREFERRED SKILLS

- Highly organized individual
- Knowledge of Excel
- Experience with Adobe Creative Suite (InDesign, Photoshop, and Dreamweaver)

POSITION-SPECIFIC APPLICATION QUESTIONS

- Provide a clear, comprehensive description of your skills and applicable experiences that qualify you for a graduate assistant position.

Last Updated By:

MBA Committee