

Job Title:	Graduate Assistant	Job Category:	Graduate Assistant
Location:	Lakeland	Travel Required:	Yes
Assistantship Level:	50-100%	Position Type:	Varying
Contact:	Meredith Prokuski and Kamalie Dodson	Date posted:	Open
Will Train Applicant(s):	Yes	Posting Expires:	Open
Applications Accepted By:			
E-Mail: kdodson2@flsouthern.edu			
Subject Line: FSC MBA Graduate Assistant Application			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Assist with faculty, program, or department as assigned. Duties may include:</p> <ul style="list-style-type: none"> • 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. • Assisting faculty in delivering the student learning outcomes and providing quality consultation to BUS 1115 Business & Society students. (Candidates are expected to attend classes regularly and be able to meet outside of scheduled class time as need to fulfill the rolls of mentors to BUS 1115 students.) • 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 <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be an admitted Florida Southern MBA candidate to be considered. • Graduate assistantship positions may be granted on need, merit, or experience. • 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

- BS in Accounting, Business, or Economics
- 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
------------------	---------------