



<b>Job Title:</b>	Graduate Assistant	<b>Job Category:</b>	Graduate Assistant
<b>Location:</b>	Lakeland	<b>Travel Required:</b>	Yes
<b>Assistantship Level:</b>	50-100%	<b>Position Type:</b>	Varying
<b>Contact:</b>	Meredith Prokusi & Kamalie Dodson	<b>Date posted:</b>	Open
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Open

<b>Applications Accepted By:</b>	
<b>E-Mail:</b> <a href="mailto:kdodson2@flsouthern.edu">kdodson2@flsouthern.edu</a>	
<b>Subject Line:</b> FSC MAcc Graduate Assistant Application	

**Job Description**

**ROLE AND RESPONSIBILITIES**

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

- Assisting MAcc 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 MAcc 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:	MAcc Committee
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