

Student Success GAA
Student Success
Graduate Assistantship Position

General Description

The Graduate Assistant reports to the Technical Clerk for Student Success. The GAA will assist with the daily operations of Student Success. This position requires working 5 days a week in an office setting.

Primary Duties and Responsibilities

- Greet students, faculty and staff that come to Student Success.
- Answer phone calls.
- Book appointments for Student Success staff.
- Assist with completing pay forms for APSU 1000, Govs ROW and PASS 0900.
- Provide assistance to all Student Success staff.
- Other duties as assigned.

Essential Functions

- Ability to communicate effectively, both orally and in writing.
- Ability to relate and work effectively with a diverse student population.
- Ability to effectively utilize computer technology, including Word, Excel, Access and e-mail.
- Ability to prepare and keep accurate records and files.
- Excellent organizational skills and attention to detail.
- Ability to behave ethically and maintain confidentiality.
- Ability to work cooperatively and collaboratively with students, staff, faculty, alumni, and the general public.
- Knowledge of resources available to university students.

Qualifications

Full-time graduate student accepted into an APSU graduate program. Prior experience working in a university office preferred.