

Honors College Graduate Assistantship

Job Description:

Occasionally, the Honors College has a GA position for the Undergraduate Fellowships Office (UFO). Students can email Laura.Clippard@mtsu.edu to see if there is a GA slot available.

We help students with applying for national scholarships such as the Fulbright, Truman, and Rhodes. In addition to assisting with reviewing materials for the UFO, the GA may help with *Collage* and other honors publications as needed. All Master level students are welcome to apply but preference is given to those in English, History, International Affairs, and Administration and Supervision in Higher Education or those with an Honors College background.

Additional duties might include giving Honors College tours, helping with recruitment, taking photos of Honors events, checking student grades, updating excel sheets and records, running errands, and miscellaneous duties. Applicants must be able to work 20 hours a week, between 8:00 am and 4:30 pm, Monday through Friday. Occasional Saturdays are required to help with recruitment.

The graduate student must have strong writing and proof-reading skills, the ability to work independently, and strong organizational and time management skills. The GA position pays for nine graduate hours per semester for a Master's program plus a stipend. The GA application is available under the "employment section" at <https://www.mtsu.edu/honors/forms.php>.