College of Information and Communications Student Services Office  
School of Journalism and Mass Communications Graduate Student Services Office

Contact:  
Camea Cato  
Graduate Student Services Manager  
School of Journalism and Mass Communications  
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803-777-5166

Position: Graduate Assistant (2019-2020 academic year)  
Hours: 20 hours/week  
Stipend: $6250/semester

Under supervision of the assistant dean of student services and the graduate student services manager, the graduate assistant supports the College of Information and Communications Student Services Office and the School of Journalism and Mass Communications Graduate Student Services Office. The graduate assistant’s responsibilities include:

- Assisting with the planning and implementation of undergraduate and graduate student service events – including orientation, Welcome Wednesday, Study Abroad Fair, Resource Fair, SJMC Graduate Awards, Research Roundtables, etc.
- Creating the undergraduate and graduate newsletters
- Managing undergraduate and graduate listservs
- Assisting with undergraduate change of major sessions
- Assisting with prospective student tours and admitted student events
- Advising accelerated bachelor’s students
- Managing the Opportunity Alerts Announcements
- Managing the SJMC thesis and dissertation calendar and announcements
- Assisting with SJMC graduate admissions
- Assisting with the management of student files
- Assist with the management of the SJMC Graduate Student Lounge
- Other duties as assigned

The successful candidate will be well organized, have excellent written and oral communication skills and be proficient in Microsoft Office Software (Excel, Word and PowerPoint). Strong presentation skills, the ability to manage multiple tasks and function in a team-oriented environment are critical. Ability to maintain confidentiality and to establish effective working relationships with faculty, administrators, staff, students, parents, and the general public are required.

If interested, please email a cover letter, resume and class schedule to Camea Cato at catocam@mailbox.sc.edu.