GSU’s International Student and Scholar Services office is seeking a rising second-year law student with an interest in immigration law to assist the Assistant Director for Scholar Services with immigration research, visa application preparation and compliance, departmental communication both verbally and via email, and some outreach as an event coordinator for international students and scholars.

The ideal candidate will possess a working knowledge of Microsoft Word, PowerPoint, Excel, and Publisher or other similar software, and the ability to navigate government agency publications and websites. Excellent written and verbal communication skills are needed, with specific attention to detail and the ability to work with minimal supervision.

This will be classified as a GAA (Graduate Administrative Assistant) position with a full tuition waiver and stipend in the amount of $2000 for Spring semester. To get a head start on training, we would like someone to start as soon as possible. This position is hourly. Work requirement is 14 hours per week. Resume review and interviews will begin immediately.

To apply, send resume, cover letter, and current class schedule for Spring 2018 semester to the e-mail address below. Please include the terms “GAA Application” in the subject line.

Drew Webster
Assistant Director for Scholar Services
International Student & Scholar Services (ISSS)
252 Sparks Hall
awebster@gsu.edu