



Join Our Team

The Sandra Dunagan Deal Center for Early Language and Literacy was founded in 2017 as a statewide center for the promotion of research and evidence based practices for early language and literacy. We serve Georgia families, communities and educators in childcare centers, pre-schools and K-3 classrooms by conducting research and evaluation, community outreach and professional development to improve early language and literacy outcomes for children and families. Learn more on our website, <https://www.galiteracycenter.org>

Position Available

Student Assistant

The Student Assistant performs a variety of support duties through close interaction with our Administrative, Program, and Research Teams as needed, and with other departments and organizations. The duties and responsibilities of this position require professionalism, interpersonal and clerical skills, as well as an understanding and appreciation of effective customer service. This position also includes the engagement with, and maintenance of, all of our social media platforms. This position serves as receptionist for the organization, and will be responsible for interacting with visitors, incoming calls, and other duties as needed.

Required Qualifications

- Student is enrolled in at least (6) credit hours as an undergraduate student at Georgia College & State University

Preferred Qualifications

- Proficient computer skills (Microsoft Teams, Excel, Word, etc.)
- Experience in customer service & event planning
- Experience with social media marketing, website design & maintenance

Great Learning Opportunities In:

- Managing social media platforms
- Enhancing your business administrative skills
- Creating print collateral
- Strengthening your team building skills
- Marketing virtual & in-person events
- Accessing online training
- Assisting with our Annual Governor's Summit
- Competitive Pay

To apply, please visit:

<https://www.gcsu.edu/humanresources/employment-opportunities>.

