

TITLE: Non-USG Graduate Student Tech Temp

JOB PURPOSE: Under general supervision, contribute to and lead projects and/or programs that are specific to the hiring GT department. This position is for temporary, paid, Graduate students aged 18 or over who are enrolled in a non-University System of Georgia (USG) school. May work across diverse fields related to their field of study or other area of interest.

IMPACT & INFLUENCE:

This position will interact on a consistent basis with: unit management, staff, faculty, and students. This position typically will advise and counsel: staff, faculty, and students. This position will supervise: May supervise or lead others.

KEY RESPONSIBILITIES:

- Conduct research or other projects and/or programs based on their specific field of study or area of interest.
- Collaborate with and lead teams, plus contribute individual work effort to assigned projects or programs.
- May work in a laboratory setting, closed laboratory, at field sites, or in an office.
- Provide suggestions to improvements or provide recommendations for process improvement.
- Write summaries, participate in presentations, and create process manuals and guidelines.
- May conduct research on assigned area and participate in literature searches.
- May provide clerical support services such as copying, filing, sorting and distributing mail, scheduling meetings and appointments.
- May receive and refer phone calls; greet and direct visitors.
- Complete any required safety training for the specific program or career discipline.

EDUCATION, SPECIALIZED KNOWLEDGE AND EXPERIENCE:

Degrees required for this job: Bachelor's degree.

Degrees preferred:

Years of experience required for this job: Zero to two years of job related experience or an equivalent combination of education and experience.

Years preferred:

Certifications or licenses required for this job:

Certifications or licenses preferred:

SPECIALIZED SKILLS:

Specialized skills required for this job:

- Knowledge of principles, techniques, procedures, and methods related to the appropriate field of study.
- Ability to direct the work of students and/or staff.
- Strong analytical skills.
- Team player with strong communication skills.
- Strong problem solving and technical skills.

Specialized skills preferred:

OTHER VARIABLES:

Must provide recent college transcript and confirm current enrollment in Graduate level program. Transcripts may be an unofficial copy.

This assignment is under the employee category of Tech Temp, and Tech Temp hiring guidelines apply unless specifically stated otherwise.