Graduate Assistant Job Description

The Halle Institute for Global Research (Halle Institute) in the Office of Global Strategy and Initiatives (GSI) is seeking a graduate assistant for the 2024 spring semester to support the strategic aims and website content development needs of the office.

The GA will provide website support, content creation, and some data analysis (for marketing use), including updates to the current Halle Institute site but will primarily focus on creating video and other content for a planned platform upgrade: https://halle.emory.edu/. This may involve creating video content, interviewing students and scholars, collecting, analyzing, organizing, and visualizing data that showcases the breadth of Halle’s engagement and impact, including faculty, students, alumni, visiting scholars and more.

This position is open to all Emory graduate students.

About the Halle Institute for Global Research
The Halle Institute supports and promotes global research opportunities for faculty, students, and visiting scholars.

About the Office of Global Strategy and Initiatives
GSI is dedicated to the support, promotion, and expansion of Emory’s international engagement. Through the strategic internationalization of programs, curricula, and research, GSI supports creative global initiatives, fosters cross-unit collaboration, promotes a culturally vibrant and diverse campus, and coordinates Emory’s international resources and partnerships.

Specific job duties:
- Create video content and other website graphics/visuals
- Develop and deploy surveys and questionnaires
- Collect and analyze data from internal and external stakeholders
- Assist in discovery process of understanding Halle’s impact

Desired qualifications:
- Experience with project management
- Experience with Cascade
- Experience with video content creation and editing for website use
- Attention to detail and organizational skills
- Demonstrated ability to work independently
- Ability to work well with people from all backgrounds
- Preferred experience living or working in multiple countries
Duration and compensation
- Paid Graduate Assistantship: $20/hr
- Duration of assignment: January 2024 to August 2024
- Hours per week: 10

Who can apply: Open to all Emory graduate students

Deadline to apply: Applications are being accepted until position is filled

How to Apply: Send resume and statement of interest to Kelly Richmond Yates, kyates2@emory.edu