Graduate Assistantship: Dawg Camp Extended Orientation Programs

The Center for Leadership and Service
The Center for Leadership and Service empowers students to intentionally engage in leadership learning and practice active citizenship.

Position Description
The Graduate Assistant in the Center for Leadership and Service is a paraprofessional staff member in a comprehensive department that provides developmental advisement to students through the strategic initiative of the unit. The Graduate Assistant will serve in the capacity to support the mission, vision, and goals of the Center for Leadership and Service, Division of Student Affairs, and the University of Georgia.

The Graduate Assistant will be able to obtain specific core competencies upon completion of the contracted experience. The position will help encourage the development of advising and supervisory skills with students in individual and group settings. It will provide opportunities to develop personal skills such as effective communication (both verbal and written), intercultural understanding, and critical thinking through self-assessment and unit support. Additionally, the position will encourage skill development with administrative responsibilities in database management, assessment, program development, and marketing/publications. The position will encourage effective task management in a high activity work environment. The Center for Leadership and Service expects the application of course work and intentional practice as it relates to student development and theory.

General Duties
Dawg Camp Extended Orientation Program
- Serve as Co-Advisor to the Dawg Camp program, a series of extended-orientation summer programs aimed at connecting incoming first-year UGA students to current UGA leaders and UGA tradition to assist in their transition to the college experience
- Assist in promotion of Dawg Camp to participants and student staff selections
- Assist in selection and advisement of student executive board
- Plan and coordinate retreat for student executive board after selections
- Assist in selection of student staff for Dawg Camp
- Plan and coordinate retreat for Dawg Camp staff after selections
- Develop and implement training curriculum for student staff
- Conduct evaluations of training curriculum and Dawg Camp programs with student staff
- Serve as on-site coordinator at Dawg Camp Discovery in July (requires early return to campus from summer internship)
- Plan and coordinate camper reunion after Dawg Camp
- Plan and coordinate student staff recognition banquet after Dawg Camp

Dawg Camp Graduate Teaching Assistant
- Serve as Graduate Teaching Assistant with the fall Dawg Camp class, Peer Leadership in the First Year
- Develop and implement curriculum based off of current leadership theories, practices, and models
- Involve Dawg Camp staff members in course delivery, to serve as Peer Leaders for the first-year students

Other Responsibilities
- Schedule weekly 13 hours of office time.
- Attend weekly Center for Leadership & Service staff meetings. Attend scheduled meetings for the Center for Leadership and Service, Programs, and Assistantship Supervisor as appropriate.
- Develop intended outcomes for all facets of the position and assess the degree of achievement. Participate in ongoing evaluation to assess growth and development.
- Maintain archival materials (electronic and paper form) as appropriate.
- Serve as an advocate for the Center for Leadership and Service’s organizations and programs.
- Perform other duties as assigned.

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.