Graduate Assistant for Leadership 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 CLS 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 CLS expects the application of course work and intentional practice as it relates to student development and theory.

Leadership UGA Program
• Serve as the Graduate Coordinator for the Leadership UGA (LUGA) program – a rebranded cohort-based leadership development program for first and second year students designed to promote leadership learning and capacity to lead
• Assist the Senior Coordinator for Leadership & New Student Engagement in developing the LUGA program curriculum, structure, and event schedule
• Plan and implement all LUGA weekend and day retreats, regular group meetings, and other special events
• Create and implement the marketing strategies for participant recruitment and selection processes
• Develop an assessment strategy and plan to measure outcomes of the LUGA programs
• Gather, analyze, interpret, and report data to ensure programmatic effectiveness
• Assist with annual budgeting process and prepare annual reports for the Richard B. Russell Foundation
• Oversee and manage the requirements and reports in compliance with Experiential Learning

Other Leadership & New Student Engagement Initiatives
• Create new, one-time leadership programs and initiatives (namely, leadership retreats) aimed to provide students opportunities to be involved with the CLS in a less extensive ways and build affinity for membership in other programs
• Build various leadership development workshops for student leader programs and organizations; serve as a leadership development consultant with programs within the CLS and based on request from other departments
• Collaborate with Career Center to educate students on how to articulate their experiences in the CLS to bolster the connection between their involvement and their futures; enhance their organizational, internship, and/or job interviews
• Collaborate with other university departments/units to enhance leadership development curriculums and programs
• Assist the Assistant Director and Senior Coordinator for Leadership & New Student Engagement with related programs and building capacity for additional leadership and new student engagement initiatives for first year and transfer 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
• Other duties as assigned and agreed upon

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.