



**Center for Leadership
and Service**

Student Affairs

UNIVERSITY OF GEORGIA

Graduate Assistant for Dawg Camp

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.

Dawg Camp

- Serve as the Graduate Director of the UGA Dawg Camp program, a series of summer extended orientation programs with the goal of assisting incoming, first year students in their transition to the collegiate experience; assist in holistic program operation and maintenance (program logistics, special events, recruitment, selection, training, retreats, marketing, etc.)
- Supervise and direct the yearlong work of Dawg Camp Leadership Team members (undergraduate student leaders) by leading regular individual and group meetings; ensure task completion of position-specific assignments and manage internal committee systems
- Coordinate recruitment and selection process for the Dawg Camp Leadership Team who serve as support staff for Dawg Camp programs and mentors to first year and returning Dawg Camp Counselors (extended orientation leaders)
- Facilitate the onboarding and training of the Dawg Camp Leadership Team by developing training curriculum, implementing semesterly retreats, and conducting routine performance evaluations
- Coordinate recruitment and selection process for Dawg Camp Counselors who are responsible for facilitating summer program logistics, small and large group discussions, and the learning of first year students in transition
- Facilitate the training of Dawg Camp Counselors by developing and facilitating training curriculum; serve as the Graduate Teaching Assistant for ECHD 4000: Peer Mentorship for Students in Transition
- Coordinate all camper recruitment efforts and promotional initiatives to ensure name recognition and maximum participation in summer Dawg Camp programs
- Conduct routine formal and informal assessment of all Dawg Camp processes and initiatives to ensure efficiency and effectiveness
- Serve as an on-site coordinator for the Dawg Camp Discovery program; works with campsite, troubleshoots issues, manages logistics and risks, and supports the needs of student and professional staff

Dawg Camp Graduate Teaching Assistant:

- Serve as Graduate Teaching Assistant for ECHD 1537: Campus Leadership – a first year seminar class focused on continued transition support and leadership development
- Develop and implement curriculum to students based off of current leadership and transition theories, practices, and models; leads class sessions, coordinates class projects, and maintain record of grades
- Serve as the Graduate Teaching Assistant for ECHD 4537: Peer Leadership on Campus – the course that prepares and evaluates the performance of Peer Leaders (current and former Dawg Camp Counselors) chosen to serve as mentors and undergraduate teaching assistants for the ECHD 1537 course
- Conduct Peer Leader onboarding retreat, training sessions, weekly debriefs, and performance evaluations, and recognition efforts

Other Responsibilities:

- Schedule weekly 20 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.

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.