Graduate Assistant for Community Engagement

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.

General Duties

ServeUGA
- Serve as co-advisor to ServeUGA, a student group who serves as liaisons between campus and local non-profits, coordinates service projects for students, and educates students about justice issues.
- Assist with planning and implementation of campus service opportunities and awareness raising events.
- Assist with the development of weekly service opportunities; track and report volunteer hours.
- Assist in the coordination of the Service Ambassador selection process.
- Attend all ServeUGA executive board and member meetings.
- Conduct weekly one-on-one advising meetings with ServeUGA executive board members.
- Provide direction in the further development and expansion of ServeUGA.
- Understand organizational needs and provide support to approximately 40 service-based organizations at UGA.

Service Squad
- Serve as the advisor to Service Squad, a year-long program dedicated to first year students interested in community service and leadership development.
- Market and recruit for new members of Service Squad each September.
- Plan and implement a single-day fall retreat.
- Assist with the bi-weekly facilitation of Service Squad meetings.
- Attend weekly meetings with Service Squad Leadership Team.

Community Engagement Initiatives
- Support general initiatives, understand service needs in the Athens community, and help foster connections between different areas of responsibility in the area of community engagement.
- Create a bi-weekly listserv highlighting service and engagement opportunities in the Athens and university community.
- Assist with the planning and implementation of the Athens Non-Profit Volunteer Fair held annually in September.
- Assist the Office of Student Conduct in bi-weekly service reflections.

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.

201 Tate Student Center • Athens, Georgia 30602-3117 • Telephone (706) 583-0830 • Fax (706) 583-0834