University of Georgia Career Center
UGA Mentor Lab
Position Description

Title: Graduate Assistant (GA)

Office Description: The UGA Mentor Lab is responsible for launching a University-Wide Mentor Program between UGA students and alumni. Our mission is, “To Foster a Culture of Mentorship at Georgia,” and our vision is “Every Bulldog Committed to Mentoring.”

GA Position Description: The UGA Mentor Lab, located within the Career Center, is looking for a Graduate Assistant who is self-motivated and adaptable. As a GA, you will be given the opportunity to participate in many functions of the office and to personalize your experience through collaboration and communication with the Associate Director of the UGA Mentor Program. The GA must meet the requirements for acceptance into the Graduate School at the University of Georgia and must be duly enrolled as a full-time graduate student (12 hours) upon employment. The assistantship is a ½ time position (20 hours/week) for an academic year appointment (9 months).

Major Duties and Responsibilities:

- Work closely with the Division of Development and Alumni Relations and other offices on campus to coordinate both mentor and mentee participation and feedback in the UGA Mentor Program.
- Design outreach and marketing strategies for recruiting student and alumni participants in the UGA Mentor Program.
  - May include speaking to student organizations, classes, or professional groups.
- Develop infrastructure within and addresses software concerns with platform (Xinspire).
- Manage LinkedIn UGA Mentor Program group, developing monthly career-related curriculum and content.
- Develop resource documents for the UGA Mentor Program, such as Mentee Best Practices and Sample Meeting Agendas.
- Facilitate external stakeholder meetings in order to communicate key design decisions.
- Conduct assessment on the success of the UGA Mentor Program, analyzing reports on users.
- Explore new mentoring models, brainstorming ways to incorporate innovative connections.

Preferred Experience and Skills:

- Advanced written, verbal, and interpersonal communication skills.
- Willing to work autonomously as well as collaboratively.
- Ability to manage detailed work.

Competencies to Gain:

- Critical Thinking/Problem Solving - Exercise sound reasoning to analyze issues.
- Oral/Written Communication - Articulate thoughts and ideas clearly and effectively.
- Collaboration - Work within a team structure and manage conflict.
- Professionalism - Demonstrate integrity and ethical behavior, act responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.