Graduate Assistant for Leadership

The Engagement, Leadership, and Service (ELS) department within the UGA Division of Student Affairs seeks to deliver experiences which strengthen students’ connection to the University, cultivate a sense of community, and empower students to be engaged and contributing leaders. ELS believes the student experience outside the classroom is a pivotal part of an enriched collegiate experience. Within the ELS, students can join and create student organizations, participate in and lead service opportunities, engage with leadership trainings and content, coordinate or attend multiple events, and so much more.

ELS includes six units comprised of the following initiatives and student organizations (bolded):

- Leadership
  - Leadership workshops, trainings, and conferences
  - Leadership UGA: Emerging Leaders
  - Leadership Coaching
  - Omicron Delta Kappa

- Service
  - Community engagement and service experiences
  - Civic engagement
  - Serve UGA
  - IMPACT Service Breaks
  - Service Squad

- Student Activities
  - University Union Student Programming Board
  - UGA Homecoming
  - Late-night and alternative programming
  - Special events and athletic collaborations

- Student Engagement
  - Annual registration process, workshops, resource library, and general advising for 700+ student organizations
  - Involvement Ambassadors and Involvement Coaching
  - Student Organization Advisor Team; advisor resources and trainings
  - Departmental marketing and communications

- Student Governance
  - Graduate Student Association
  - Student Government Association

- Student Media
  - Pandora Yearbook
  - WUOG 90.5 FM

ELS is comprised of eight professional staff members (Director, four Assistant Directors, three Senior Coordinators, and an Administrative Associate), two part-time employees, six graduate assistants, and six student staff.
The Graduate Assistant for Leadership reports to the Senior Coordinator for Leadership. This position is primarily responsible for advising and supporting leadership development programs and initiatives.

This 10-month, 13 hours-per-week graduate assistantship provides a tuition fee waiver and a monthly stipend.

I. **Main Responsibilities:**

a. Coordinate the Leadership UGA: Emerging Leaders cohort program, a program for first- and second-year students

b. Co-coordinate the leadership coaching program, a new initiative offering leadership development workshops facilitated by trained student leaders

c. Assist in the planning and facilitation of Leadership Summit – at weekend retreat focused on leadership development and action planning

d. Co-advice the editorial board of Pandora Yearbook with the Senior Coordinator to include the following: attend weekly executive board meetings, meet weekly with the Pandora editor-in-chief to help set agenda for exec meetings, and meet bi-weekly with executive board members

e. Assist in the planning and implementation of the Collegiate Leadership Conference—a 300+ person conference open to emerging and seasoned student leaders

f. Provide support for Leadership Education and Development (LEAD) Workshops series

g. Coordinate the Leadership Advisory Council

II. **Supplemental Expectations:**

a. Attend weekly ELS departmental staff meetings

b. Meet regularly with supervisor to set goals each semester, monitor progress towards the goals, and conduct formal evaluations of work performed

c. Conduct regular assessment and benchmarking to improve and bring innovation to programs, events, and initiatives

d. Create reports for the ELS department, highlighting work of programs, events, initiatives, and student leader experiences

e. Support the day-to-day office responsibilities, including advising student organization leaders and advisors on university policies and procedures, event planning policies, risk management, fundraising, recruitment, and member development
f. Serve as an advocate for student engagement and a resource to the campus community as it pertains to the mission, purpose, and intended learning outcomes of the department

g. Other duties as assigned

III. **Qualifications**

Registered University of Georgia master’s-level graduate student pursuing a degree in College Student Affairs Administration or a related field is desired.

A successful candidate will be able to do the following:

- Thrive in a dynamic and innovative environment
- Exhibit a professional self-presentation
- Work effectively as a member of a high-paced team both independently and in groups
- Establish and maintain effective working relationships with students, faculty, staff, fellow employees, and general public
- Display strong organizational skills and manage multiple on-going tasks
- Possess the ability to quickly learn to use new technology, software, and social media
- Demonstrate excellent verbal and written communication skills
- Maintain confidentiality of office constituents

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, sexual orientation, national origin, age, genetic information, disability, or protected veteran status.