Graduate Assistant for Service

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 Service reports to the Assistant Director for Service. This position is primarily responsible for advising and supporting the work of three service-based student organizations (ServeUGA, IMPACT Service Breaks, and Service Squad), as well as assisting in the planning and execution of general service opportunities.

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

I. Main Responsibilities:

ServeUGA: A registered student organization which serves as liaisons between campus and local non-profits, coordinates service projects for students, and educates students about systemic issues within the community and society

- Serve as co-advisor to ServeUGA to include the following: attend executive board and member meetings, weekly one-on-one advising meetings; provide direction in the further development and expansion of the organization, and coordinate operational logistics of events

- Assist with the planning and execution of large-scale service opportunities such as Dawg Day of Service, Interfaith Day of Service, and the Serve Athens initiative, as well as the development of weekly service opportunities to include the data management of volunteer hours

- Assist with the coordination of the Service Ambassador selection process

Service Squad: A registered student organization which provides a year-long, cohort experience for first-year students interested in community service and leadership development

- Serve as the advisor to Service Squad to include the following: attend general body and leadership team meetings and one-on-one advising meetings; plan and implement one-day retreat experience; assist with the facilitation of meetings

- Assist with the planning and execution of First-Year Day of Service

IMPACT Service Breaks: A registered student organization which hosts service-based trips to various locations during academic breaks (Fall Break, Winter Break, and Spring Break) and works to educate their peers on systemic issues within the community and society; one of the top 15 largest alternative breaks programs in the nation

- Assist in the semesterly evaluations of each break trip planning

- Serve on-call during each of the break’s trips

- Attend and support trip send-offs

Community Engagement Initiatives
- Support general initiatives, understand service needs in the Athens and surrounding communities, and help foster connections between different areas of responsibility in the area of community engagement

- Assist with the planning and implementation of the annual Athens Non-Profit Volunteer Fair

- Assist with bi-weekly service reflections, a sanction of the conduct process through the Office of Student Conduct

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 pleasant and 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.