Graduate Assistant for Student Activities

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 University Union Student Programming board is the largest, student-run programming body at the University of Georgia. The four committees of University Union (Cinematic Arts, Entertainment, Late Night, and Union Speaks) are responsible for providing educations, cultural, and entertainment programs for the campus and community. Programs are selected, planned, and promoted by the seven-person Executive Board and the organization’s general members. The Executive Board is comprised of the President, Vice President for External Affairs, Vice President of Internal Affairs, and the four committee directors. The approximate $750,000 budget is comprised mostly of allocated student activities fees, in addition to a small portion of generated income from ticket sales.

*The Graduate Assistant for Student Activities reports to the Senior Coordinator for Student Activities. This position is primarily responsible for advising and supporting the events of the University Union Student Programming Board and departmentally sponsored late-night and alternative programs.*

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

I. **Main Responsibilities:**

   a. Co-advise two of the four committee directors of University Union (Cinematic Arts, Entertainment, Late Night, and Union Speaks) and one of the vice presidents with the Senior Coordinator for Student Activities.

   b. For each area of responsibility, work directly with the Senior Coordinator of Student Activities to maintain a working knowledge of program opportunities and venue availability, contact agents and artists’ management, negotiate and edit program contracts, maintain program files, supervise development and placement of program publicity, supervise program and committee budgets, and assist with program production and house management.

   c. Co-advise, with the Senior Coordinator of Student Activities and other Graduate Assistant for University Union, the executive board in the development of the total University Union programming, as well as Union policies, procedures, officer selection, and leadership training.

   d. Attend weekly Unionwide (general membership) meetings, executive board meetings, one-on-one meetings with the respective committee directors and vice president advised by this position.

   e. Attend and manage all events coordinated by committees advised by this position.

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.