Graduate Assistant for Student Engagement

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 Student Engagement reports to the Senior Coordinator for Student Engagement. This position is primarily responsible for advising and supporting the events and activities of registered student organizations and WUOG 90.5 FM.

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

I. Main Responsibilities:

a. Assist in the management of the student organization registration process utilizing the UGA Involvement Network (powered by CampusLabs’ Engage software), including updating and developing training videos, quizzes, and additional resources, and reviewing registration submissions in compliance with University policies

b. Co-advises the Involvement Ambassadors, a group of highly involved students that provide support and resources for students looking to get involved on campus and in student organizations

c. Assist in the planning and production of the annual Student Organization Achievement and Recognition (SOAR) Awards ceremony

d. Facilitate and coordinate logistics of in-person and digital educational programming for student organizations such as workshops, Presidential Summits, and Advisor Roundtables

e. Assist with the coordination of the Involvement Fair during fall and spring semesters, which showcase more than 300 organizations, as well as the mini involvement fairs hosted throughout the academic year

f. Assist with ELS publicity, social media, and electronic communication

g. Co-advises the WUOG 90.5 FM radio station with the Senior Coordinator for Student Engagement, to include the following: maintain a working knowledge of the station’s departments, event contracts, equipment needs, maintenance of program files, publicity and marketing initiatives, and assistance with the station’s student-activity-fee-funded budget

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.