



Tate Student Center
Student Affairs
UNIVERSITY OF GEORGIA

**Center for
Student Activities
& Involvement**

Graduate Assistant for Student Engagement

The Center for Student Activities & Involvement (CSAI), a unit of the Tate Student Center, seeks to deliver programs, services, events, and significant learning experiences which strengthen students' connection to the University, cultivate a sense of community, and empower students to be engaged and contributing leaders. CSAI is primarily responsible for the following: supporting 700+ student organizations through the registration process; providing general advising and facilitated leadership sessions on organizational management and skills to student organization leaders; the University Union Student Programming Board; student governance including the Student Government Association (SGA) and the Graduate Student Association (GSA); UGA Homecoming; student media components including the WUOG 90.5 FM student-run radio station and the Pandora Yearbook; Welcome UGA experience; students-in-transition programs including the Transfer Student Experience and First-Year Programs; Involvement Ambassadors program; Collegiate Leadership Conference; and the Miss UGA Scholarship Competition. The CSAI consists of seven professional staff members (Director, two Assistant Directors, two Senior Coordinators, and two administrative associates), two part-time employees, six graduate assistants, and six student staff members.

The Graduate Assistant Student Engagement reports to the Assistant Director of Student Activities. This position is primarily responsible for advising and supporting the events and initiatives of the SGA's First-Year Programs, the Welcome UGA initiative, and the Transfer Student Experience Initiative.

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

I. Main Responsibilities:

- a. First-Year Programs
 - i. Co-advise the three SGA First-Year Programs groups:
 1. First-Year Senators –First-year students who serve as SGA senators representing the first-year class
 2. Connect – First-year students who work with the SGA Cabinet and respective initiatives
 3. Forum – A service-oriented program that plans and executes service projects throughout the year
 - ii. Co-advise the First-Year Programs directors and peer leaders to include one-on-one meetings, weekly group meetings, trainings, retreats.

- iii. Assist in helping assess and improve leadership curriculum for student directors, peer leaders, and first-year students.
 - iv. Collaborate when necessary with the SGA executive board and Graduate Assistant for SGA on First-Year Programs events and programs.
 - v. Assist with the coordination of the First-Years Programs application and interviews for first-year students.
 - vi. Attend all First-Year Programs meetings.
- b. Welcome UGA and Student Activities
- i. Maintain an active role in the planning, promotion, and implementation of Welcome UGA—the official UGA welcome experience that includes multiple weeks of programming across the campus community.
 - ii. Assist with the promotion, planning, and execution of late-night and alternative programming events hosted by the CSAI.
- c. Transfer Student Experience
- i. Co-advise the Transfer Student Peer Mentor program to include training.
 - ii. Develop, publicize, and distribute resources for transfer students including a curated monthly newsletter and implementing a social media plan.
 - iii. Assist with conducting the Peer Mentor application and interviews processes.
 - iv. Serve as the secondary CSAI representative on the Transfer Advisory Group and attend meetings as advised.
 - v. Assist with the planning and implementation of semester welcome events targeted at new and returning transfer students.
 - vi. Attend all respective transfer student meetings and events.

II. Supplemental Expectations:

- a. Attend weekly Center for Student Activities and Involvement staff meetings and 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 Center for Student Activities and Involvement, 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 the Center for Student Activities and Involvement and a resource to the campus community by facilitating involvement and outreach activities.
- 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.