Graduate Assistant for the Student Government Association

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, seven graduate assistants, and six student staff members.

The Graduate Assistant for the Student Government Association reports to the Director of the Center for Student Activities & Involvement. This position is primarily responsible for advising and supporting the events and initiatives of the Student Government Association.

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

I. Main Responsibilities:

a. Co-advise SGA executive board with the Dean of Students, Associate Dean of Students, and Director of the Center for Student Activities & Involvement.

b. Co-advise SGA senate leadership with the Director of the Center for Student Activities & Involvement.

c. Work directly with SGA members to support and implement SGA programs, events, and initiatives.

d. Assist with annual SGA election process.

e. Support the SGA Treasurer and Director of the Center for Student Activities & Involvement in overseeing the SGA budget and budget request process.
f. Attend regularly-scheduled meetings associated with shared advising duties.

g. Assist with personal and leadership development of SGA members, including planning and implementing SGA retreats and trainings.

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.