



**Tate Student Center**  
*Student Affairs*  
**UNIVERSITY OF GEORGIA**

**Center for  
Student Activities  
& Involvement**

### **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.