



Tate Student Center
Student Affairs
UNIVERSITY OF GEORGIA

**Center for
Student Activities
& Involvement**

Graduate Assistant for Student Involvement

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 for Student Involvement reports to the Assistant Director for Student Involvement. This position is primarily responsible for advising and supporting the events and activities of registered student organizations.

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-advise 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. Co-facilitate leadership programming for a cohort of new student organization leaders through the New Organization Leadership Institute.

- d. Assist in the planning and implementation of the Collegiate Leadership Conference—a 300+ person conference open to emerging and seasoned student leaders.
- e. Assist in the planning and production of the annual Student Organizations Achievement and Recognition (SOAR) Awards ceremony.
- f. Facilitate and coordinate logistics of educational programming for student organizations such as workshops, Presidential Summits, and Advisor Roundtables.
- g. 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.

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.

II. 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.