



Tate Student Center
Student Affairs
UNIVERSITY OF GEORGIA

**Center for
Student Activities
& Involvement**

Graduate Assistant for the University Union Student Programming Board

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 University Union Student Programming board is the largest, student-run programming body at the University of Georgia. The four committees of University Union (Cinematic Arts, Entertainment, Late Night, and Union Speaks) are responsible for providing educations, cultural, and entertainment programs for the campus and community. Programs are selected, planned, and promoted by the seven-person Executive Board and the organization's general members. The Executive Board is comprised of the President, Vice President for External Affairs, Vice President of Internal Affairs, and the four committee directors. The approximate \$750,000 budget is comprised mostly of allocated student activities fees, in addition to a small portion of generated income from ticket sales.

The Graduate Assistant for University Union reports to Senior Coordinator for Student Activities. This position is primarily responsible for advising and supporting the events and activities of the University Union Student Programming Board.

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

I. Main Responsibilities:

- a. Co-advise two of the four committee directors of University Union (Cinematic Arts, Entertainment, Late Night, and Union Speaks) and one of the vice presidents with the Senior Coordinator for Student Activities.

- b. For each area of responsibility, work directly with the Senior Coordinator of Student Activities to maintain a working knowledge of program opportunities and venue availability, contact agents and artists' management, negotiate and edit program contracts, maintain program files, supervise development and placement of program publicity, supervise program and committee budgets, and assist with program production and house management.
- c. Co-advise, with the Senior Coordinator of Student Activities and other Graduate Assistant for University Union, the executive board in the development of the total University Union programming, as well as Union policies, procedures, officer selection, and leadership training.
- d. Attend weekly Unionwide (general membership) meetings, executive board meetings, one-on-one meetings with the respective committee directors and vice president advised by this position.
- e. Attend and manage all events coordinated by committees advised by this position.

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.