Title: Graduate Assistant

Position Function/Summary Statement: The Graduate Assistant in Student Care & Outreach, within the Office of the Dean of Students (ODOS), must meet the requirements for acceptance into the Graduate School at the University of Georgia and must be duly enrolled as a full time graduate student upon employment. The Graduate Assistant will provide support to the case management process within ODOS, working closely with Embark@UGA, the Behavioral Assessment and Response Council (BARC) and the Dean of Students Ambassadors. The assistantship is a 1/3 time position (13 hours/week) for an academic year appointment (9 months). The position reports to the Student Affairs Case Manager.

Major duties/responsibilities of the position:
- Work with students, faculty, and staff to develop appropriate response and resolution to presenting concerns
- Assist with the implementation of the Symplicity database including, but not limited to:
  - Working with Advocate staff to identify and solve database issues
  - Collaborating with campus partners (e.g. Counseling and Psychiatric Services, Office of Student Conduct, Housing) to collect and share information
  - Building reports within Symplicity for presentation to ODOS and external stakeholders
- Assist with case management and communication connected to Embark@UGA
- Advise the Dean of Students Ambassadors, including the creation of programming, curriculum, and interactive activities for ambassadors
- Conduct research and assessment on issues relevant to case management, behavioral management teams, and general student care, as directed by supervisors
- Develop an understanding of the field of higher education case management

General/Other Duties
- Participate in departmental staff meetings, training experiences, and other activities relevant to the position
- Other duties as assigned

Knowledge, Skills, and Abilities:
- Good written, verbal and interpersonal communication skills
- Must be willing to work autonomously as well as collaboratively with a team
- Must possess computer knowledge and skills and be able to utilize word processing, email, internet, calendar and database programs.
- Must adhere to strict confidentiality policies
- Ability to manage detailed work

Education and Experience:
- Bachelor’s degree
- Must be accepted and enrolled in a graduate program at the University of Georgia