The UGA Graduate School’s Office of Experiential Professional Development (xPD) is charged with supporting graduate students from throughout the University of Georgia in their exploration of non-academic career paths. The xPD initiative involves a number of alumni and employer engagement and graduate student programming opportunities, including events such as webinars, alumni panels, company site visits, internships, traditional workshops, networking events, mentoring programs, hackathons and other applied experiences. A core goal of xPD is to celebrate graduate career diversity, elevate the graduate school experience for UGA students, and promote the University of Georgia as a premiere hiring destination for graduate-level talent.

To facilitate these programming and outreach efforts, the Graduate School is seeking a doctoral graduate assistant for the Fall 2021 semester. The incumbent will serve as a critical member of the xPD team by supporting program planning and logistics, conducting industry outreach, developing and executing marketing plans, and supporting assessment and data analysis. It is expected that this individual will be highly adaptable and willing/able to learn about and navigate a broad range of topics and focus areas across campus. As the xPD program grows, there may also be opportunities to support the expansion of graduate career development through activities such as research, grant-writing, or fundraising.

The xPD Graduate Assistant is expected to work 16 hours each week throughout the calendar year. It is preferable that candidates are willing to serve in this role for at least two years. Listed below are other desired qualifications for this position:

- **Preferred:** Doctoral student in Counseling and Student Personnel Services (Student Affairs), Higher Education, Public Administration, Career and Information Studies or related field; however, doctoral students in any field who can demonstrate a compelling interest in graduate career development are welcome to apply.

- Knowledge of and/or strong interest in higher education administration; passion for related higher education topics such as student career development, industry engagement, graduate education, and student outcomes.

- Project and time management competencies – the incumbent will work within a team setting but also be charged with independently managing a portfolio of complex projects.
- Experience developing and implementing campus or community programs at various scales, particularly in areas such as professional development or economic outreach

- Strong presentation, coaching, and/or facilitation skillsets, as demonstrated by previous experiences

- Basic knowledge of (or willingness to learn) program assessment and related data analysis skills

- Grant-writing skills and/or experience a plus

**Duties and Responsibilities:**

60% Lead program planning efforts for several designated events (e.g. alumni panels, company site visits, workshops, or trainings) each semester. These projects may include all aspects of event planning as well as alumni/industry outreach and executing the event.

15% Contribute to marketing efforts for the xPD initiative (e.g., social media, email marketing, newsletters, or other online content) in conjunction with designated marketing staff members.

10% Support grant-writing and fundraising projects as opportunities allow. Incumbent may contribute to grant-writing process through locating grant opportunities, tracking down relevant data, assembling a literature review, or other roles as assigned.

10% Other miscellaneous duties as assigned (e.g. staffing events, developing written content, or otherwise supporting Graduate School event and program logistics)

5% Support program assessment through data collection, analysis, or reporting.

**To Apply:**

Submit a resume/CV and a cover letter in a combined (single) PDF document to Andrew Crain (acrain@uga.edu) by 11:59 pm ET on **February 21**. Please use the email subject “xPD Graduate Assistantship 2021” when submitting application materials.