Graduate Assistant for Student Transitions

The Department of Student Transitions

The Department of Student Transitions within the UGA Division of Student Affairs is dedicated to supporting students through key times of transition during their time at the University of Georgia. Within Student Transitions, students will be connected to campus resources, learn strategies to effectively navigate their collegiate experience, and take part in various transition programming opportunities.

Position Description

The Graduate Assistant in the Department of Student Transitions is a paraprofessional staff member in a comprehensive department that provides developmental advisement to students through the strategic initiative of the unit. The Graduate Assistant will serve in the capacity to support the mission, vision, and goals of the Department of Student Transitions, Division of Student Affairs, and the University of Georgia. This position works directly with assisting in the coordination of transition programming and reports directly to the Senior Coordinator for Transition Programs.

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

I. Main Responsibilities:

a. Transition Initiatives and Experiences
   i. Assist in the recruitment, selection, mentoring, and supervision of the Transition Ambassadors.

   ii. Facilitate the onboarding and training of the Transition Ambassadors by developing curriculum, implementing semesterly retreats, and conducting routine performance evaluations.

   iii. Attend all respective Transition Ambassador student meetings and events.

   iv. Assist with the planning and implementation of semester welcome events targeted at new and returning transfer students.

b. Welcome UGA and Departmental Programs
   i. Maintain an active role in the planning, promotion, and implementation of Welcome UGA—the official UGA welcome experience that includes multiple weeks of programming across the campus community.

   ii. Assist with the promotion, planning, and execution of programming events hosted by the Department of Student Transitions. Including but not limited to Dawg Camp Semester Programs, National Transfer Week, First-Generation Week, and Spring Welcome.

c. Social Media Marketing and Materials
   i. Assist in the development and implementation of departmental marketing efforts, including creating, producing, and editing publications/social media.
ii. Develop, publicize, and distribute resources for developed Pathways including a curated newsletter.

II. Supplemental Expectations:

a. Attend weekly Department of Student Transitions 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 Department of Student Transitions, highlighting work of programs, events, initiatives, and student leader experiences.
e. Represent the department at campus events, trainings, or division-wide programs.
f. Support the day-to-day office responsibilities, including advising student leaders on university policies and procedures, event planning policies, risk management, fundraising, recruitment, and member development.
g. Maintain archival materials (electronic and paper form) as appropriate.
h. 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:

a. Thrive in a dynamic and innovative environment
b. Exhibit a profession self-presentation
c. Work effectively as a member of a high-paced team both independently and in groups
d. Establish and maintain effective working relationships with students, faculty, staff, fellow employees, and general public
e. Display strong organizational skills and manage multiple on-going tasks
f. Possess the ability to quickly learn to use new technology, software, and social media
g. 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, national origin, disability, gender identity, sexual orientation or protected veteran status.