Graduate Assistant for Student Media

The Center for Student Activities & Involvement (CSAI), a unit of the Tate Student Center, seeks to empower students to contribute to the UGA community and a global society through student involvement and active participation on campus. CSAI is primarily responsible for the following: supporting 800+ 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-Professional Student Association (GPSA); UGA Homecoming; student media components including the WUOG 90.5 FM student-run radio station and the Pandora Yearbook; Glory Weeks—the official UGA welcome experience; students-in-transition programs including the Transfer Student Experience and Freshman Programs; Involvement Ambassadors program; Tate Leadership Scholars; Miss UGA Scholarship Pageant; and the National Student Exchange. The CSAI consists of seven professional staff members (Director, Assistant Director, three Senior Coordinators, and two administrative associates), two part-time employees, a doctoral intern, seven graduate assistants, and six student staff members.

The Graduate Assistant for Student Media reports to the Senior Coordinator for Student Activities. This position is primarily responsible for advising and supporting the events and activities of the WUOG 90.5 FM and the Pandora Yearbook.

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

I. Main Responsibilities:

**WUOG 90.5 FM**

a. Co-advises the WUOG executive board with the Senior Coordinator to include the following: attend weekly executive board meetings at the station, meet weekly with general manager and Senior Coordinator to help set agenda for staff meetings, meet regularly with executive board members, and mediate staff decisions/disputes as needed

b. Work directly with student executive staff members to maintain a working knowledge of the station’s departments, assist in program coordination, supervise development and placement of station publicity, maintain a working knowledge of equipment needs and repairs, oversee the station budgets and budget request process, and assist
with planning and implementation of staff retreats/trainings/recruitment/selection, station events, and general meetings

c. Coordinate the underwriting program for soliciting financial contributions and necessary equipment donations from businesses and individuals

d. Assist in maintaining the public file as required by FCC regulation and remain informed of all FCC laws and regulations related to non-commercial radio broadcast

**Pandora Yearbook**

a. Co-adviser the editorial board of Pandora with the Senior Coordinator to include the following: attend weekly executive board meetings, meet weekly with the Pandora editor-in-chief to help set agenda for exec meetings, and meet bi-weekly with executive board members

e. Work directly with Pandora staff members to maintain a working knowledge of activities of the organization, supervise development and placement of special event and book publicity, maintain a working knowledge of software technology, equipment needs and repairs, oversee Pandora budget and budget request process, and assist with planning and implementation of Pandora staff retreats/trainings/recruitment/selection, events, and general meetings

f. Assist with the annual yearbook marketing process including developing and maintaining relationships with the production company, and spearheading the marketing strategies with the exec board

g. Co-coordinate yearbook portrait events on campus

h. Co-coordinate the Outstanding Senior Leaders application and selection process including the Outstanding Senior Leaders banquet

**Supplemental Expectations:**

a. Attend biweekly 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.