Graduate Assistant for Traditions and Collaborative Events

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 Traditions and Collaborative Events reports to the Senior Coordinator for Student Activities. This position is primarily responsible for advising and supporting the events and activities of UGA Homecoming, athletic collaborations, and additional special events hosted by CSAI.

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

I. Main Responsibilities:

a. Co-advise the UGA Homecoming student organization with the Senior Coordinator for Student Activities

b. Attend weekly committee meetings, meet weekly with homecoming director to help set agenda for committee meetings, meet regularly with committee members, and mediate committee decisions/disputes as needed

c. Co-advice the implementation of total Homecoming programming including the Spirit of Homecoming competition, kickoff event, major event, and parade. Co-advice the application, judging, and selection process of the Homecoming Court
d. Work directly with the Senior Coordinator to maintain a working knowledge of 
program opportunities, negotiate and edit program contracts, maintain program files, 
supervise development and placement of program publicity, supervise program 
budgets

e. Share in the responsibility to assist with planning and implementation of 
Homecoming retreats, trainings, recruitment/selection, and general meetings

f. Assist in the planning and execution of all collaborative events with UGA Athletics 
Association

g. Assist in the planning and execution of special events hosted by the CSAI on an as-
needed basis

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.