Graduate Assistant:
Tate Student Center, Division of Student Affairs

This position will assist the Tate Student Center through the coordination of a variety of projects to support departmental goals and reports directly to the Associate Dean of Students and Director of the Tate Student Center. This position is a 13 hour, 12 month position.

Tate Student Center is comprised of five units that provide services and programs to support the departmental mission. Those areas include the Center for Student Activities & Involvement, Facilities & Services, Print & Copy Services, UGA Card Office, and Campus Reservations, Events & Technical Services.

Program Development
The Graduate Assistant will create and support ongoing programs within the Tate Student Center. Responsibilities may include, but are not limited to:

- Serving on departmental planning committees for various events
- Coordinating and providing support to program planning with the Tate Student Center

Programmatic Initiatives

- Tate League: Student Staff Mentoring Initiative
  - Lead and facilitate full execution of the program in conjunction with Associate Deans and Mentor in Residence
- UGA Food Scholarship Initiative
  - Lead and coordinate the food scholarship program, oversee application process, develop correspondence, assist with donor stewardship, create and disseminate donor updates, provide overall administrative support for all components of the food initiative
- Student Staff Learning Initiatives
  - Assist with the creation and execution of the student staff learning priority
- Festival of Holidays
  - Work collaboratively with Director of Marketing to create and display the festival posters
- Development and Fundraising Initiatives
  - Attend stewardship meetings, assist with the creation and dissemination of donor updates, assist with the planning and execution of alumni and donor events
- Staff Appreciation Initiatives
  - Assist with the annual staff appreciation events, create and submit award nominations for staff to receive recognition at regional and annual events

Policies and Procedures
The Graduate Assistant will assist in developing and assessing current policies and procedures related to the Tate Student Center. These projects may include:

- Assist in developing facility usage policies for the Tate Student Center and retail space
- Evaluate student worker policies, procedures, and manuals

Assessment
The Graduate Assistant will assist with departmental assessment initiatives, which may include, but is not limited to:

- Provide support and coordinate efforts in preparing the department for its review for SACS reaccreditation
Training
• Assist with staff development for full-time staff
• Oversee and facilitate ongoing training for student staff
• Assist with retreats for full-time staff
• Assist with the development of training manuals

Administrative
The Graduate Assistant will assist in the administrative functioning of the Tate Student Center. These responsibilities include:
• Hold consistent office hours, responds to written and oral communications, and conducts and attends meetings as required
• Serve on departmental committees to address and serve larger organizational needs.
• Provide assistance with special projects as assigned by the Associate Dean of Students
• Undertake other duties as assigned

Additional Responsibilities
These additional learning objectives will be decided in conjunction with the Associate Dean of Students.

The Mission of Tate
To provide a safe and welcoming space for students through entertaining and educational programs, efficient and courteous customer service, and opportunities for students to learn and develop.