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 four units that provide services and programs to support the departmental mission. Those areas include the 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.
- 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.

Marketing and Communication
The Graduate Assistant will assist with departmental communication initiatives, which may include, but is not limited to:

- Maintaining a social media communications strategy for the Department.
- Working with units to solicit communication content.

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

- Providing support and coordinating efforts to develop and deploy assessment tools for the Department in conjunction with the Associate Dean of Students.
Administrative
The Graduate Assistant will assist in the administrative functioning of the Tate Student Center. These responsibilities include:

- Holding consistent office hours, responding to written and oral communications, and conducting and attending meetings as required.
- Serving on Departmental committees to address and serve larger organizational needs.
- Providing assistance with special projects as assigned by the Associate Dean of Students.
- Undertaking other duties as assigned.

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

Questions
Contact Jan Davis Barham, Associate Dean of Students & Director of the Tate Student Center Davisjk@uga.edu or 706-542-7774

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.