



# UNIVERSITY OF GEORGIA

## Mentor Program

***Division of Development and Alumni Relations  
University of Georgia Career Center, UGA Mentor Lab  
Graduate Assistant for UGA Mentor Program***

**University of Georgia Career Center:** The UGA Career Center provides a variety of career services to the undergraduate, graduate, and alumni of the University of Georgia. The Career Center staff works collaboratively with all faculty and staff departments on campus to improve the career outcomes and success of our UGA students.

**UGA Mentor Lab:** Within the UGA Career Center, the UGA Mentor Lab is responsible for the only university-wide mentorship program to support students in developing their personal and professional networks with alumni and friends of the University. The UGA Mentor Program provides a unique opportunity for current UGA students and alumni of the university to connect around personal and professional experiences.

**Graduate Assistant for the UGA Mentor Program:** The UGA Mentor Lab, located within the Career Center, is looking for a Graduate Assistant who is self-motivated and adaptable. As a Graduate Assistant, you will be given the opportunity to participate in many functions of the office and to personalize your experience through collaboration and communication with the Associate Director of the UGA Mentor Program and Program Coordinator. The GA must meet the requirements for acceptance into the Graduate School at the University of Georgia and must be duly enrolled as a full-time graduate student (12 credit hours) upon employment.

**The assistantship is a 20 hours/week commitment for an academic year appointment (9 months).** The assistantship will provide an annual stipend with tuition remission that will be consistent with the established rate at the time the appointment is made.

### **Major Duties and Responsibilities:**

- Develop intentional campus partnerships and initiatives to increase the awareness and use of the UGA Mentor Program.
- Coordinate with the different functional areas within the Division of Development and Alumni Relations to create strategies on how to increase mentor and mentee participation in the UGA Mentor Program.
- Design outreach and marketing strategies for recruiting student and alumni participants in the UGA Mentor Program.
- Design and execute social media strategies to inspire students and alumni to commit to mentoring and share mentoring best practices.
- Develop resource documents and educational sessions for the UGA Mentor Program, such as Mentee Best Practices and Arch Ready Professional workshops.
- Collaborate and take initiative to design and create innovative programming and events.
- Conduct assessment on the success of the UGA Mentor Program, analyzing reports on users.
- Supervise, lead, and develop the UGA Mentor Program Student Ambassador Team.

### **Professional development may include:**

- Weekly meetings with supervisor
- Weekly team meetings with all UGA Mentor Program team
- Meetings with Xinspire staff to learn software applications of the program
- Project management best practices
- Learn how to use the GAIL database

**Preferred Experience and Skills:**

- Advanced written, verbal, and interpersonal communication skills
- Willing to work autonomously as well as collaboratively
- Ability to manage detailed work.
- Independent decision making skills
- Project and time management
- Highly self-motivated and adaptable
- Experience leading and inspiring others

**Competencies to Gain:**

- ***Innovation:*** Creating and executing new programs and initiatives
- ***Marketing:*** Design and promote social media and program campaigns
- ***Strategic Planning:*** Think critically about goals of the UGA Mentor Program and how to accomplish those goals through strategies and action items
- ***Collaboration*** - Work within a team structure and brainstorm ideas on how to improve student & alumni engagement
- ***Critical Thinking/Problem Solving:*** Exercise sound reasoning to analyze issues
- ***Oral/Written Communication:*** Articulate thoughts and ideas clearly and effectively
- ***Professionalism:*** Demonstrate integrity and ethical behavior, act responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes

For additional information, contact:

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