

University of Georgia Greek Life Office

Graduate Assistantship for UGA Miracle

The Graduate Assistant for Greek Life will work with UGA Miracle and their Executive Council and Executive Board, under the direct supervision of the Director of Greek Life and/or the Assistant Director for Greek Life and Advisor to the Panhellenic Council.

UGA Miracle is a student-run philanthropic organization that benefits Children's Healthcare of Atlanta, the local Children's Miracle Network hospital. UGA Miracle serves as the official philanthropy for Greek Life at the University of Georgia, but the Miracle family includes all UGA students. As a family, UGA Miracle strives to return "normal" and happiness back to those families who need it most. The UGA Miracle family provides a loving and empowering community to every single member, and unites a diverse campus with a common passion.

Since 1995, UGA Miracle has donated over \$8 million to Children's Healthcare of Atlanta, with unprecedented growth in the last three years. UGA Miracle is now the single largest academic donor to Children's. The first \$1M raised each year will directly fund Rehab Services and all additional funds will support the Aflac Cancer and Blood Disorders Center at Children's Healthcare of Atlanta.

A. General Responsibilities

1. Schedule at least 13 hours of office time each week.
2. Schedule regular meetings with supervisor.
3. Attend Greek Life Office staff meetings/retreats/training.
4. Attend UGA Miracle meetings/retreats/events.
5. Attend after hours Greek programs/activities/social events as needed/required.

B. Specific Responsibilities

The exact nature of each of these responsibilities will be determined in consultation with the supervisor. The extent of the responsibility for a particular activity may vary from assisting to full responsibility for part or all of a specific program.

1. Advise UGA Miracle Executive Council and Executive Board.
2. Attend all events, retreats, and weekly meetings.
3. Participate in weekly meetings with Children's Miracle Network and Children's Healthcare of Atlanta Advisors, along with the Executive Director and Finance Director.
4. Provide guidance to the Executive Council and Executive Board through weekly one on one meetings.
5. Assist planning recruitment initiatives and monthly fundraising efforts.

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6. Assist with planning the annual Dance Marathon event held in the spring semester.
7. Conduct and assist with Executive Board mid-semester evaluations.
8. Create strategic plans for each Executive Board position as each Executive Board is elected and transitioned in March.
9. Identify areas of growth and track data through the fundraising platform (Donor Drive).
10. Assist with the transition between Executive Councils and Executive Boards in the spring semester through the application, interview, and selection process.
11. Serve as a liaison between students and Administration as necessary.
12. Adhere to Memorandum of Understanding between UGA Miracle and Greek Life Office regarding financial oversight and responsibilities.
13. Perform other duties as assigned.