



# Engagement, Leadership, and Service

## *Student Affairs*

## UNIVERSITY OF GEORGIA

### **Graduate Assistant for the Student Government Association**

The Engagement, Leadership, and Service (ELS) department within the UGA Division of Student Affairs seeks to deliver experiences which strengthen students' connection to the University, cultivate a sense of community, and empower students to be engaged and contributing leaders. ELS believes the student experience outside the classroom is a pivotal part of an enriched collegiate experience. Within the ELS, students can join and create student organizations, participate in and lead service opportunities, engage with leadership trainings and content, coordinate or attend multiple events, and so much more.

ELS includes six units comprised of the following initiatives and student organizations (**bolded**):

- Leadership
  - o Leadership workshop, trainings, and conferences
  - o Leadership UGA: Emerging Leaders
  - o Leadership Coaching
  - o **Omicron Delta Kappa National Leadership Honor Society**
- Service
  - o Community engagement and service experiences
  - o Civic engagement
  - o **Serve UGA**
  - o **IMPACT Service Breaks**
  - o **Service Squad**
- Student Activities
  - o **University Union Student Programming Board**
  - o **UGA Homecoming**
  - o Late-night and alternative programming
  - o Special events and athletic collaborations
- Student Engagement
  - o Annual registration process, workshops, resource library, and general advising for 800+ student organizations
  - o ELS Peer Leaders and Engagement Coaching
  - o Student Leader Advisor Team; advisor resources and trainings
  - o Departmental marketing and communications
  - o **Mortar Board National Honor Society**
- Student Governance
  - o **Graduate Student Association**
  - o **Student Government Association**
- Student Media
  - o **Pandora Yearbook**
  - o **WUOG 90.5 FM**

ELS is comprised of eight professional staff members (Director, four Assistant Directors, three Senior Coordinators, and an Office Manager), two part-time employees, six graduate assistants, and nine student staff.

*The Graduate Assistant for the Student Government Association reports to the Assistant Dean of Students and Director of Engagement, Leadership, and Service. This position is primarily responsible for advising and supporting the events and initiatives of the Student Government Association.*

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

**I. Main Responsibilities:**

- a. Co-advise SGA executive board with the Dean of Students, Associate Dean of Students, and Assistant Dean of Students and Director of Engagement, Leadership, and Service
- b. Work directly with SGA members to support and implement SGA programs, events, and initiatives
- c. Assist with annual SGA election process
- d. Support the SGA Treasurer and supervisor in overseeing the SGA budget and budget request process
- e. Attend regularly scheduled meetings associated with shared advising duties
- f. Assist with personal and leadership development of SGA members, including planning and implementing SGA retreats and trainings

**II. Supplemental Expectations:**

- a. Attend weekly ELS 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 ELS department, 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 student engagement and a resource to the campus community as it pertains to the mission, purpose, and intended learning outcome of the department

g. Other duties as assigned

**h. 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 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.