Graduate Assistant for Student Activities

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

ELS is comprised of ten professional staff members (Assistant Dean/Director, four Assistant Directors, four Senior Coordinators, and a Business Manager), two part-time employees, four graduate assistants, and nine student staff. For more information, visit els.uga.edu.
The University Union Student Programming board is the largest, student-run programming organization at the University of Georgia. University Union is responsible for providing entertaining and engaging events for the campus community. Events are selected, planned, and promoted by the Executive Board and the organization’s general body members. The approximate $550,000 budget is comprised of student activities fees, in addition to a small portion of generated income from ticket sales.

*The Graduate Assistant for Student Activities reports to the Assistant Director for Student Activities. This position is primarily responsible for advising and supporting the events of the University Union Student Programming Board and departmentally sponsored late-night and alternative programs.*

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

**I. Main Responsibilities:**

a. Co-advice two of the four vice presidents of University Union (Events (2), Film, and Marketing and Communications) with the Assistant Director for Student Activities

b. For each area of responsibility, work directly with the Assistant Director for Student Activities to maintain a working knowledge of events and venue availability, contact agents and performers’ management, maintain event files, supervise development and placement of event publicity, supervise program and committee budgets, and assist with program production and house management

c. Co-advice, with the Assistant Director for Student Activities, the executive board in the development of the total University Union events, as well as Union policies, procedures, officer selection, and leadership training

d. Attend weekly Unionwide (general membership) meetings, executive board meetings, one-on-one meetings with the respective vice presidents advised by this position

e. Attend and manage all events coordinated by areas advised by this position

**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 outcomes of
the department

g. Other duties as assigned

III. 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 pleasant and 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.