

## **RDI Graduate Assistantship Job Duties**

### **Position Summary**

The Graduate School's Office of Recruitment & Diversity Initiatives (RDI) invites applications for an assistantship sponsored by the University of Georgia Graduate School. Graduate Assistants assist RDI in graduate student recruitment and retention. This is a 12-month, 40% (16 hours/week) assistantship that can begin in summer or fall 2023. Graduate Assistants receive a monthly stipend and a tuition reduction (\$25).

### **Relevant/Preferred Education, Experience, Licensure, Certification in Position**

Priority will be given to applicants who demonstrate experience in working with the policies and procedures of a college or university, preferably at UGA. Priority will also be given to applicants who are in multiple year graduate programs. The successful candidate may be eligible for reappointment.

### **Knowledge, Skills, Abilities and/or Competencies**

- Experience in developing, implementing, and/or facilitating recruitment and retention programming for historically underrepresented populations within a university setting.
- Strong interpersonal and communication skills to effectively interact with campus and community constituents as well as prospective and enrolled graduate students.
- Effective administrative skills and proficiency in Microsoft Office applications (e.g. Word, Excel, PowerPoint) and knowledge of Canva and Qualtrics (preferred).
- Ability to work autonomously as well as a part of an interactive collaborative team.
- Preference will be given to those who can work on Tuesday through Thursday, which are typically when RDI host events, workshops, and programs.
- Possess a valid driver's license.

### **Physical Demands**

Lift up to 10 pounds.

**Does this position have operation, access, or control of financial resources? No**

**Does this position require a P-Card? No**

**Is having a P-Card an essential function of this position? No**

**Is driving a responsibility of this position? Yes**

**Does this position have direct interaction or care of children under the age of 18 or direct patient care? No**

**Does this position have Security Access (e.g., public safety, IT security, personnel records, patient records, or access to chemicals and medications) No**

### **Duties Include:**

1. Coordinate and facilitate programming designed to aid in the recruitment and retention of historically underrepresented college and graduate students. (60%)
2. Assist with communication through email and telephone/Zoom calls. (15%)

3. Assist in the development and implementation of evaluation mechanisms designed to measure the effectiveness of office programming and initiatives. (10%)
4. Conduct research and benchmarking on current issues and best practices related to graduate education. (5%)
5. Periodic travel for recruitment, internal and external programming, and the promotion of the graduate school's strategic goals. (5%)
6. Assist in the daily operations of the Office of Recruitment and Diversity Initiatives. (5%)

All interested candidates should send their CV, a cover letter explaining their qualifications and their interest in this position, and the names and contact information of three references to Lisa Sperling, Director, Office of Recruitment and Diversity Initiatives, [sperling@uga.edu](mailto:sperling@uga.edu). Applicants will be reviewed on a rolling basis.