

## **Active Learning Ambassadors Graduate Assistantship**

- **Organization Management**
  - Set bi-weekly meeting dates ahead of the fall/spring semester in alignment with the ambassadors' schedules
  - Utilize listservs, tabling, and other marketing techniques to recruit new ambassadors
  - Organize a three-step interview process for new and returning ambassadors
  - Align organization goals with the goals of the Office of Active Learning and the Quality Enhancement Plan
  - Coordinate an annual review of the Constitution and Bylaws for the organization
  - Manage all technology infrastructure that houses resources and essential documents for the organization
  - Coordinate the planning of events such as the Fall Retreat, the Winter Retreat, the Fall Student Event, the Spring Student Event, the Active Learning Summit, Homecoming Week, and the Active Learning Ambassador Celebration
- **Resource Procurement**
  - Coordinate with the Active Learning Ambassadors Executive Board and all committees to receive lists of resources that are needed for a variety of events
  - Communicate resource list and date needed by to the Assistant to the Director of Active Learning
  - Manage the Active Learning Ambassador Budget
- **Student Coordination**
  - Conduct elections for the Active Learning Ambassadors Executive Board
  - Assist in the planning and leading of General Body Meetings
  - Coordinate the oversight of the organization's committees
  - Coordinate and lead meetings for the Active Learning Executive Board
  - Oversee expansion of and outreach for the Active Learning Ambassadors' role in the Active Learning Initiative
  - Serve as the direct point of contact for the Active Learning Ambassadors for the Office of Active Learning, other UGA entities, and non-UGA entities