



UNIVERSITY OF
GEORGIA

Alumni Association

WORKING TITLE: Graduate Assistantship for Alumni Chapters
UGA Alumni Association

Position Description: The UGA Alumni Association Alumni Chapters Office is seeking a graduate student for a 20-hour a week assistantship position. The UGA Alumni Association advances the academic excellence, interests, and traditions of Georgia's flagship university by inspiring engagement through relevant programming, enhanced connections, and effective communications. The Alumni Chapters office supports over 80 alumni chapters worldwide by providing resources, coordination, and expertise to the alumni serving as volunteer chapter leaders.

Though the Graduate Assistant will have a diverse and varied list of responsibilities they will have three main priorities: planning and facilitating the annual Alumni Leadership Conference and other Alumni Chapter events; managing correspondence among alumni volunteers, alumni, the Alumni Chapters Office, and other stakeholders; and managing and developing a team of three student workers.

The Graduate Assistant will also be responsible for occasional communication with Chapter Leaders, creating electronic communication for events and updates, using the Alumni Association Database, liaising between alumni chapters and UGA IMPACT, analyzing chapter statistics, creating reports, and updating webpages, among other responsibilities.

Required Qualifications:

- Currently enrolled in a Master's or PhD program at UGA
- Ability to provide superior customer relations and support that promotes and develops the relationship between UGA alumni, faculty, donors, parents, and students.
- Database skills
- Strong written and verbal skills
- Excellent organization and time management skills
- Understanding of confidentiality
- Capable of multitasking
- Event planning experience to aid with meeting preparation
- Willing to work with a flexible schedule
- Research/Reporting experience (Experience researching using online tools such as Google, LinkedIn, etc. and other sources)
- Experience advising or working with university students
- Proficiency in PC based software (Microsoft Word, PowerPoint, Microsoft Excel)
- Attention to detail, high level of organization, and ability to work independently
- Appreciation for diversity and multiculturalism
- Maturity, high level of professionalism, and creativity

Preferred Qualifications:

- Minimum of two years of availability in the graduate program
- Flexible schedule to assist with various programming



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- Capability to understand the Development/Alumni Relations Culture – previous experience in that environment, with nonprofits, and/or working with boards or in Executive Suites would be helpful

Responsibilities include:

- Help plan and facilitate the annual three-day Alumni Leadership Assembly. Assist with planning and executing the following programs: Freshman Send-offs, Game Watching parties, Welcome to the City and other chapter related events
- Manage the general alumni chapter email account.
- Train student workers.
- Create student worker work schedule.
- Hold one-on-ones with each student worker every other week.
- Facilitate recruitment, training, and retention of alumni, chapters, and chapter leaders through consistent and timely communication
- Coordinate event logistics for alumni chapter events. This includes creating electronic communications, creating events in the Alumni Association database (GAIL), and packing and shipping event supplies.
- Attend staff and team meetings.
- Serve as the liaison between alumni chapters and IMPACT, UGA's alternative spring and winter break program.
- Use UGA and Alumni Association databases (including GAIL) and tools to pull alumni chapter statistics, event statistics, and update chapter web pages.
- Help with other Alumni Relations events as needed when schedule permits.
- Other projects as assigned by the Associate Directors of Alumni Chapters, Senior Director of Alumni Chapters, and Executive Director

Other Important Points:

- Position start date is early August 2024
- 20 hours/week
- Reports to Doug Mcacy, Associate Director of Alumni Chapters
- Receives instructions and guidance from the UGA Alumni Chapters staff
- Must accept offer in writing and submit to Doug Mcacy mcacy@uga.edu
- Must submit necessary paperwork upon hiring to Doug Mcacy mcacy@uga.edu

To apply to this position, please submit resume, cover letter, and anticipated graduation date. Questions about the position or the application process can be directed to Doug Mcacy mcacy@uga.edu. Visit the University of Georgia's Alumni Association website at <https://alumni.uga.edu/> to learn more!