



International Student Life

Student Affairs

UNIVERSITY OF GEORGIA

Graduate Assistant for International Student Life (ISL) 2024 Graduate Assistant Recruitment

The Department of International Student Life, a unit within the Division of Student Affairs, serves as an Archway to the World for both international and domestic students attending the University of Georgia. With efforts focused in the areas of transition & support, leadership & engagement, and programming & outreach, ISL directly engages with students and the local community to support the international student population and provide the opportunity for all students to internationalize their UGA experience.

Summary

Reporting to the Programming Coordinator for International Student Life, the Graduate Assistant will have key responsibilities in the areas of student organization advising and leadership development, and will manage the International Coffee Hour and annual Leadership & Volunteer Banquet programs. Additionally, the Graduate Assistant position will provide staff support at large programmatic events including but not limited to International Education Month, International Street Festival, and the International Graduation Ceremony. While below lists the specific responsibilities of the Graduate Assistant, the opportunity to interface and work with other ISL programs, events, and services will be available pending the Graduate Assistant's availability and desire to take on additional work and projects. The ability and flexibility to work nights and weekends is required as a part of this role.

Position Responsibilities

- Manage and coordinate the weekly International Coffee Hour (Coffee Hour) program, a cornerstone program of the UGA Campus since 1972.
 - Ensure quality educational programming at each Coffee Hour by meeting with each host and providing guidance and advising.
 - Oversee Coffee Hour budget and serve as liaison between ISL and Campus Reservations, Events, and Technical Services.
 - Create annual Coffee Hour host application process; oversee scheduling, and recruitment of hosts.
 - Assist with high-quality marketing efforts for International Coffee Hour.
 - Manage day-of logistics including set-up, clean-up, and management of ISL Office Assistants.
 - Facilitate assessment opportunities, data collection, and participant tracking.
- Serve as primary advisor for a collection of international student organizations.
 - Hold monthly 1:1 meetings with organization leadership.
 - Build and maintain strong, supportive relationships with students in leadership positions as well as in general body of organization.
 - Guide students to an understanding of intercultural competency and their role in overall campus internationalization and diversity initiatives.
 - Attend organization events and meetings as needed.
 - Manage budget for each respective organization and ensure compliance with UGA policy and procedure.
 - Provide high quality advising to student leaders at the undergraduate and graduate level.
- In conjunction with supervisor, oversee the monthly Leadership Linkups and bi-annual Leadership Summits and annual Leadership & Volunteer Recognition.
 - Attend each Leadership Linkup and Leadership Summit.
 - Create leadership curriculum in line with the needs and interests of the ISL organization community.
 - Oversee logistics and content for each Leadership Linkup and Leadership Summit, including room reservations, catering, materials, icebreakers, activities, etc.
 - Assess impact of ISL Leadership Development opportunities for student organization leaders.
 - Plan annual Leadership & Volunteer recognition, including overseeing ISL Awards application and selection processes, marketing, catering, decorations, program, and logistics of banquet as applicable.
- Provide staffing support at the following ISL events and programs:
 - International Education Month
 - UGA Cultural Nights
 - International Street Festival
 - International Graduation Ceremony

- Other programs as needed
- Create reports and maintain files as instructed by departmental leadership.
- Attend staff/departmental meetings, office/division functions, and other activities related to ISL.
- Other duties as assigned.

Position Requirements

Enrollment in a masters' degree program in College Student Affairs Administration, Higher Education Administration, Intercultural Communication, World Languages, International/Area Studies, or a closely related program.

- Experience studying and/or working abroad - not required but highly desired.
- Strong organizational and technological skills.
- Excellent written and oral communication.
- Strong interpersonal skills and an ability to work effectively with a team, with individuals, and with groups that include various identities, cultures, and backgrounds.
- Creative problem-solving skills as well as a positive, collaborative approach to working with students and colleagues.
- Highly motivated and able to work independently.
- Strong sense of pride for work output and an attention to detail.
- Be able to lift up to 25 pounds as needed and climb multiple flights of stairs.
- Possession of a valid driver's license and ability to drive 7 – 12 passenger vans.
- Ability to work in the evenings or on weekends as dictated by departmental needs.

For more information regarding this position, please contact Linden Dudley, Director of International Student Life, at linden.dudley@uga.edu.