



UNIVERSITY OF GEORGIA

Mentor Program

***Division of Development and Alumni Relations
University of Georgia Career Center, UGA Mentor Program
Graduate Assistant for UGA Mentor Program***

University of Georgia Career Center: The UGA Career Center provides a variety of career services to the undergraduate, graduate, and alumni of the University of Georgia. The Career Center staff works collaboratively with all faculty and staff departments on campus to improve the career outcomes and success of our UGA students.

UGA Mentor Program: Within the UGA Career Center, the UGA Mentor Program is responsible for the only university-wide mentorship program to support students in developing their personal and professional networks with alumni, faculty, staff, and friends of the University. The UGA Mentor Program provides a unique opportunity for current UGA students and alumni of the university to connect around personal and professional experiences.

Graduate Assistant for the UGA Mentor Program: The UGA Mentor Program, located within the Career Center, is looking for a Graduate Assistant who is self-motivated and adaptable. As a Graduate Assistant, you will be given the opportunity to participate in many functions of the office and to personalize your experience through collaboration and communication with the Director of the UGA Mentor Program and Program Coordinators. The GA must meet the requirements for acceptance into the Graduate School at the University of Georgia and must be duly enrolled as a full-time graduate student (12 credit hours) upon employment.

The assistantship is a 20 hours/week commitment for an academic year appointment (9 months). The assistantship will provide an annual stipend with tuition remission that will be consistent with the established rate at the time the appointment is made.

Major Duties and Responsibilities:

- Develop intentional campus partnerships and initiatives to increase awareness of and engagement in the UGA Mentor Program.
- Coordinate with the different functional areas within the Division of Development and Alumni Relations to create strategies on how to increase mentor and mentee recruitment, engagement, and retention in the UGA Mentor Program.
- Design outreach and marketing strategies for recruiting student, faculty, staff, and alumni participants in the UGA Mentor Program.
- Design and execute social media strategies to inspire students, faculty, staff and alumni to commit to mentoring and share mentoring best practices.
- Develop resource documents and educational sessions for the UGA Mentor Program, such as Mentee Best Practices and Arch Ready Professional workshops.
- Collaborate and take initiative to design and create innovative programming and events.
- Conduct assessment on the success of the UGA Mentor Program, analyzing reports on users.
- Supervise, lead, and develop the UGA Mentor Program Student Ambassador Team, including overseeing an Ambassador committee and project group.

Professional development may include:

- Weekly meetings with supervisor
- Weekly team meetings with the UGA Mentor Program team
- Learn program related platforms (Xinspire, GAIL, Canva, Handshake, Expression Engine, etc.)
- Monthly team retreats designed and facilitated based on areas of interest/need

- Opportunities to engage in Career Center learning, including Diversity & Inclusion lunch and learns
- Occasional meetings with Career Consultants

Preferred Experience and Skills:

- Advanced written, verbal, and interpersonal communication skills.
- Willing to work autonomously as well as collaboratively.
- Ability to manage detailed work.
- Independent decision-making skills.
- Project and time management.
- Highly self-motivated and adaptable.
- Experience leading and inspiring others.

Competencies to Gain:

- **Innovation:** Creating and executing new programs and initiatives with input from UGA Mentor Program (UMP) stakeholders
- **Marketing:** Design and promote UMP campaigns via social media, print marketing, and in-person events
- **Strategic Planning:** Think critically about goals of the UGA Mentor Program and how to accomplish those goals utilizing sustainable processes and procedures, as well as data
- **Collaboration:** Work with all stakeholders to support goals of UMP
- **Critical Thinking/Problem Solving:** Exercise sound reasoning and analysis; ask for help as needed
- **Oral/Written Communication:** Articulate thoughts and ideas clearly and effectively
- **Professionalism:** Demonstrate integrity and ethical behavior, act responsibly with the interests of the larger community in mind, and able to engage in reflection to improve performance

For additional information, contact:

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