



### **Rural Internship Program Graduate Assistant Job Description**

**University of Georgia Career Center:** The UGA Career Center provides various 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 our UGA students' career outcomes and success. The UGA Career Center is a large team of 30+ full-time individuals, as well as 10+ graduate assistants and promotes an inclusive and collaborative environment for all.

The [Archway Partnership](#), a unit of Public Service and Outreach at UGA, connects Georgia communities with higher education resources to address locally identified community and economic development needs.

The Career Center is looking for an eager, motivated graduate student to assist with the development and management of a new summer internship program in rural Georgia communities, managed in collaboration with the Archway Partnership. This assistantship is ideal for someone looking for a challenging, fast-paced work environment.

**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.

**Duties and Skills:** It is critical that this student has a positive attitude and be self-motivated. Travel to Archway Partnership communities may be required, so students must possess a license, but travel resources are provided.

- ◆ Work alongside staff and faculty from Career Center and Archway Partnership to develop and implement new rural internship program including:
  - Professional development
  - Mentor identification
  - Student recruitment
- ◆ Manage communications between Career Center and Archway Partnership
- ◆ High level of professionalism
- ◆ Capability to manage multiple projects with little supervision
- ◆ Excellent communication skills and detail oriented
- ◆ Work independently AND as part of a team

***Students will receive a tuition waiver and stipend as part of their employment.***