



Graduate Assistant for the Arch Society
Office of the Vice President for Student Affairs

Position Description

The Graduate Assistant for the Arch Society is a paraprofessional staff member in the Office of the Vice President for Student Affairs that works with a unique 36-member student organization dedicated to serve the University of Georgia.

Through service in this role, the Graduate Assistant will be able to obtain specific core competencies (related to the [NASPA/ACPA Core Competencies](#)). The position will help encourage the development of advising and supervisory skills with students in individual and group settings. It will provide opportunities to develop personal skills, such as effective communication (both verbal and written), multicultural competence, and critical thinking. Additionally, the position will encourage skill development through operational responsibilities in database and budget management, assessment, program development, and marketing and communications. The position will encourage effective project management in a high activity work environment. The Office of the Vice President for Student Affairs expects the application of course work and intentional practice as it relates to student development and theory.

About the Arch Society

The Arch Society is a student organization for UGA students in their third year or higher. Members are selected by campus leaders through a competitive interview process. The Arch Society provides service to the University as official hosts and goodwill ambassadors. Arch Society service can take many different forms, from tours for visitors and community members, assisting at university events like Commencement, participating in student panels, or welcoming guests to the President's house or other campus venues.

In addition to these service events, the Arch Society provides a meaningful leadership development experience for members, where students integrate essential skills learning to develop a personal philosophy and prepare for life beyond UGA. Students can exercise leadership by managing service events and working in one of ten internal committees focused on organizational functions like recruitment, major events, and alumni relations. As an organization, the Arch Society seeks to exemplify the three pillars of the UGA Arch (Wisdom, Justice, and Moderation) and values humble service, accountability, and Arch Love. More information on the Arch Society is available at archsociety.uga.edu.

Student Affairs Functional Area Connections

Campus Information and Visitor Services; Leadership Education and Development; Civic Engagement and Service-Learning Programs

General Duties

Advising/Supervision

- Alongside the Assistant to the Vice President for Student Affairs, co-advise the Arch Society, the University of Georgia's official hosts and goodwill ambassadors.
- Attend weekly executive board meetings and weekly organizational meetings.
- Conduct one-on-one advising meetings with executive officers in conjunction with faculty advisor as needed.
- Directly advise the Vice Chair for Committees and oversee internal operations of the group (e.g. assist with the planning and implementation of annual Thanksgiving Dinner, Service Projects, End of Year Banquet, Recruitment).
- Maintain active file on all Arch Society members and assist with midpoint reviews of members.

Program Development

- Coordinate the interview and selection process for new members with the faculty advisor and Arch Society Chair.

- Plan and execute the annual Induction Ceremony for new members and their supporters, in conjunction with the End of Year Banquet.
- With faculty advisor, develop and facilitate transition between executive boards, including through a new executive board retreat.

Student Learning

- Maintain and utilize Arch Society Learning Framework to advise and guide organization, promote personal and professional development, and assess student learning in coordination with the Division strategic plan and University Experiential Learning (EL) requirements.
- Assist with the development and coordination of the fall and winter retreats in conjunction with executive board.
- Work closely with Training Committee Chair to plan the training program for new Arch Society members.
- Support Vice Chair for Committees in training committee heads and treasurers.

Resource Stewardship

- Lead annual budget development and day-to-day management processes for the organization.
- Administer, organize, and maintain Arch Society digital accounts, such as Microsoft Teams and Zoom.
- Create and manage marketing and promotional materials for the organization, ensuring compliance with UGA and Arch Society brand standards.
- Manage Arch Society office and inventory and order supplies as necessary, including oversight of uniform acquisition for new members.
- Maintain archival materials (electronic and paper form) as appropriate.

Other Responsibilities

- Serve 20 hours weekly, including office hours to meet with general members.
- Attend scheduled meetings for the Office of the Vice President for Student Affairs, supervised programs, and assistantship supervisor as appropriate.
- Represent Arch Society in meetings with campus partners, such as the Office of Special Events.
- Perform other duties as assigned.

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