



**Office for Student Success
and Achievement**
UNIVERSITY OF GEORGIA

Academic Coaching and Retention Programs Graduate Assistant

Academic Coaching and Retention Programs within the Office for Student Success and Achievement (OSSA) is seeking a graduate student for an assistantship for the 2025-2026 academic year. OSSA provides critical support to thousands of students each academic year. We offer several services, initiatives, programs, courses, and access opportunities for diverse groups of current and future students. For more information about OSSA, visit ossa.uga.edu.

Academic Coaching and Retention Programs Graduate Assistants provide support to the Coordinator of Academic Coaching and Retention within the OSSA Services team. This includes providing Academic Coaching services to students, attending coaching trainings, and conducting Student Success Workshops. This position will begin in August 2025 and end in May 2026 with the possibility of continued employment into the 2026-2027 school year.

Compensation (including tuition waiver) aligns with the USG and graduate school guidelines. This position is part-time (20 hours per week) and is hybrid-remote.

To apply, please submit a resume and cover letter to Elizabeth Potts, Coordinator of Academic Coaching and Retention, at elizabeth.potts@uga.edu by Monday, February 3, 2025.

Job Responsibilities

- Serve as an Academic Coach by meeting individually with students to assist in the development of academic skills including study skills, organization, time management, and connection to university resources
- Attend Degree Completion Team meetings as an Academic Coach, collaborating with team members to provide intensive support to students to promote persistence
- Conduct occasional Student Success Workshops to provide instruction on academic skills
- Attend Academic Coaching trainings as assigned

Preferred Qualifications

- Skills and interests related to directly supporting student success
- Strong interpersonal communication skills and ability to work one-on-one with diverse individual students and groups of students

Please contact Elizabeth Potts, Coordinator of Academic Coaching and Retention, at elizabeth.potts@uga.edu with any questions.