



# Engagement, Leadership, and Service

*Student Affairs*

**UNIVERSITY OF GEORGIA**

## **Graduate Assistant for Leadership**

The Engagement, Leadership, and Service (ELS) department within the UGA Division of Student Affairs is dedicated to creating experiences which deepen students' connection to the University, foster a strong sense of community, and empower students to be engaged and impactful leaders. ELS recognizes the importance of learning and growth beyond the classroom, offering opportunities that enrich the collegiate experience. Through ELS, students can join or establish organizations, lead and participate in service initiatives, explore leadership training and development, coordinate or attend events, and more.

ELS includes six units comprised of the following initiatives and student organizations (**bolded**):

- Leadership
  - o Leadership workshop, trainings, and conferences
  - o Leadership UGA cohort experiences
  - o **Omicron Delta Kappa National Leadership Honor Society**
- Community Engagement
  - o Community engagement and service experiences
  - o Civic engagement
  - o IMPACT Service Break trips
  - o **Serve UGA**
- Student Activities
  - o **University Union Student Programming Board**
  - o **UGA Homecoming**
  - o Late-night and alternative programming
  - o Special events and athletic collaborations
- Student Engagement
  - o Annual registration process, workshops, resource library, and general advising for 850+ student organizations
  - o ELS Peer Leader staff and Engagement Coaching
  - o Student Leader Advisor Team; advisor resources and trainings
  - o Departmental marketing and communications
- Student Governance
  - o **Graduate Student Association**
  - o **Student Government Association**
- Student Media
  - o **Pandora Yearbook**
  - o **WUOG 90.5 FM**

ELS is comprised of ten professional staff members (Director, Associate Director, four Assistant Directors, three Senior Coordinators, and a Business Manager), two part-time employees, three graduate assistants, and ten student staff. For more information, visit [els.uga.edu](http://els.uga.edu).

*The Graduate Assistant for Leadership reports to the Senior Coordinator for Leadership. This position is primarily responsible for advising and supporting leadership development programs and initiatives and co-advising Pandora Yearbook, the official yearbook of the University of Georgia.*

**This 10-month, 13 hours-per-week graduate assistantship provides a tuition fee waiver and a monthly stipend.**

**I. Main Responsibilities:**

- a. Coordinate the Leadership UGA: Emerging Leaders cohort program, an initiative for first- and second-year students, to include the following: trainings for peer facilitators; coordination of regular meetings and closing banquets; and execution of a Leadership-in-Action trip
- b. Co-advise the editorial board of Pandora Yearbook with the Senior Coordinator to include the following: attend weekly executive board meetings; meet regularly with Pandora editor-in-chief and executive board members; provide advisement on organization management, event planning, marketing and promotion, and day-to-day operations
- c. Assist in the planning and implementation of the annual Student Leadership Conference—a 200+ person conference open to emerging and seasoned student leaders
- d. Assist in the planning and facilitation of leadership programs including leadership retreats, workshops, coaching, and activities
- e. Collaborate on ELS leadership programs and initiatives, to include the annual ELS Student Leaders Retreat and the Student Organization Resource OneDrive

**II. Supplemental Expectations:**

- a. Attend weekly ELS departmental staff meetings
- b. Support with ELS departmental events and initiatives
- a. Meet regularly with supervisor to set goals each semester, monitor progress towards the goals, and conduct formal evaluations of work performed
- b. Conduct regular assessment and benchmarking to improve and bring innovation to programs, events, and initiatives
- c. Create reports for the ELS department, highlighting work of programs, events, initiatives, and student leader experiences
- d. Support the day-to-day office responsibilities, including advising student organization leaders and advisors on university policies and procedures, event planning policies, risk management, fundraising, recruitment, and member development
- e. Serve as an advocate for student engagement and a resource to the campus community as it pertains to the mission, purpose, and intended learning outcomes of the department

- f. Other duties as assigned

### **III. Qualifications**

Registered University of Georgia master's-level graduate student pursuing a degree in College Student Affairs Administration or a related field is desired.

A successful candidate will be able to do the following:

- Thrive in a dynamic and innovative environment
- Exhibit a professional self-presentation
- Work effectively as a member of a high-paced team both independently and in groups
- Establish and maintain effective working relationships with students, faculty, staff, fellow employees, and general public
- Display strong organizational skills and manage multiple on-going tasks
- Possess the ability to quickly learn to use new technology, software, and social media
- Demonstrate excellent verbal and written communication skills
- Maintain confidentiality of office constituents

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, disability, or protected veteran status.