



# Engagement, Leadership, and Service

*Student Affairs*

**UNIVERSITY OF GEORGIA**

## **Graduate Assistant for Student Activities**

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 University Union Student Programming board is the largest, student-run programming organization at the University of Georgia. University Union is responsible for providing entertaining and engaging events for the campus community. Events are selected, planned, and promoted by the Executive Board and the organization's general body members. The approximate \$400,000 budget is comprised of student activities fees, in addition to a small portion of generated income from ticket sales.

*The Graduate Assistant for Student Activities reports to the Assistant Director for Student Activities. This position is primarily responsible for advising and supporting the events of the University Union Student Programming Board and department-sponsored late-night and alternative programs.*

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

**I. Main Responsibilities:**

- a. Co-advise two of the four vice presidents of University Union (Events (2), Film, and Marketing and Communications) with the Assistant Director for Student Activities
- b. For each area of responsibility, work directly with the Assistant Director for Student Activities to maintain a working knowledge of events and venue availability, contact agents and performers' management, maintain event files, supervise development and placement of event publicity, supervise program and committee budgets, and assist with program production and house management
- c. Co-advise, with the Assistant Director for Student Activities, the executive board in the development of the total University Union events, as well as Union policies, procedures, officer selection, and leadership training
- d. Attend weekly Union-wide (general membership) meetings, executive board meetings, one-on-one meetings with the respective vice presidents advised by this position
- e. Attend and manage all events coordinated by areas advised by this position

**II. Supplemental Expectations:**

- a. Attend weekly ELS departmental staff meetings
- b. Support with ELS departmental events and initiatives
- c. Meet regularly with supervisor to set goals each semester, monitor progress towards the goals, and conduct formal evaluations of work performed
- d. Conduct regular assessment and benchmarking to improve and bring innovation to programs, events, and initiatives
- e. Create reports for the ELS department, highlighting work of programs, events, initiatives, and student leader experiences
- f. 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
- g. 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
  - h. 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 pleasant and 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.