



Engagement, Leadership, and Service

Student Affairs

UNIVERSITY OF GEORGIA

Graduate Assistant for Student Engagement

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 workshops, 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.

The Graduate Assistant for Student Engagement reports to the Assistant Director for Student Engagement. This position is primarily responsible for promoting engagement across campus, advising and supporting the events and activities of registered student organizations, co-facilitating the New Organization Institute, and supporting ELS Peer Leader student staff training and ongoing development.

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

I. Main Responsibilities:

- a. Assist in the management of the student organization registration process utilizing the UGA Involvement Network (powered by Anthology's Engage software), including updating and developing training videos, quizzes, and additional resources, and reviewing registration submissions in compliance with University policies
- b. Assist in student organization policy compliance and process management, including reviewing organization constitutions, issuing fundraising permits, event approvals, and processing Student Organization Support Requests
- c. Support the ELS Peer Leader staff, a group of highly involved students that provide support and resources for students looking to get involved on campus, with the Assistant Director for Student Engagement, to include the following: training and meeting with ELS Peer Leaders; coordination of office hours, Engagement Coaching, regular meetings, and closing banquets; facilitate collaboration with campus partners; gathering feedback and conducting assessment
- d. Co-facilitate the New Organization Institute alongside the Senior Coordinator for Student Engagement, to include the following: program promotion and communication; new organization resource development; new organization coaching meetings; maintaining and approving the points submission forms; awarding prizes; coordinating program assessment and feedback
- e. Assist in the planning and production of the annual Student Engagement Awards ceremony
- f. Facilitate and coordinate logistics of in-person and digital educational programming for student organizations such as workshops, New Organization Institute, and Presidential Summits.
- g. Assist with the development and creation of resources, templates, trainings, and other materials for the Student Organization Resource OneDrive
- h. Assist with the coordination of the Engagement Fairs during fall and spring semesters
- i. Assist with ELS publicity, social media, and digital communication

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.