



Look Ahead Georgia Rural Internship Program Graduate Assistant Job Description

Archway Partnership, a unit of Public Service and Outreach at the University of Georgia, connects Georgia communities with higher education resources to address locally identified community development needs. As part of Archway's commitment to specifically strengthening workforce development in rural Georgia, Archway launched **Look Ahead Georgia** (<https://www.archwaypartnership.uga.edu/look-ahead-georgia/>) in summer 2024, beginning in Hawkinsville, Pulaski County. **Look Ahead Georgia** encourages rural UGA students to return to their rural hometowns by offering meaningful internships with local businesses, governments, and nonprofits.

With plans to scale and expand **Look Ahead Georgia** into more Archway Communities across rural Georgia, we are seeking a motivated and enthusiastic graduate student to help develop and manage this growing summer internship program. This assistantship offers a unique opportunity to contribute to a dynamic program at its foundational stage, perfect for someone seeking a rewarding and challenging role in program development and community engagement.

The assistantship is a **20-hour-per-week commitment** for a **9-month academic year appointment**. Compensation includes an annual stipend and tuition remission, consistent with UGA's established rates at the time of appointment.

Job Description:

The **Look Ahead Georgia** Graduate Assistant will play a key role in the development and expansion of this innovative rural internship program, which connects students with employment opportunities in their hometowns. Working closely with the full-time Archway Professional leading program development, the graduate assistant will:

- Create and refine program content.
- Collaborate with campus partners and community stakeholders.
- Participate in both on and off-campus events related to the program.

This role offers hands-on experience in workforce development, program coordination, and community impact, making it an ideal position for a graduate student passionate about rural student development and public service.

Key Responsibilities:

- **Develop and manage online content to communicate program information effectively to students.**
- **Collaborate with campus partners to create and enhance program content.**
- **Support the Archway Professional with program initiatives and special projects.**
- **Participate in meetings with campus and community stakeholders to brainstorm strategies and generate ideas.**
- **Assist in the development and implementation of a rural internship program, including:**
 - **Employer relations**
 - **Student recruitment and career readiness activities**

- Professional development initiatives
- Mentor identification and alumni engagement
- Community and civic engagement events
- **Work closely with staff and faculty from Archway Partnership, UGA Career Center, and UGA Fanning Institute for Leadership Development.**
- **Manage communication and coordination between Archway Partnership and community and campus stakeholders.**

Qualifications:

- Positive attitude, self-motivation, and a strong work ethic.
- High level of professionalism and a collaborative, team-oriented approach.
- Strong organizational and project management skills, with attention to detail and the ability to meet deadlines.
- Excellent communication skills, both written and verbal, with the ability to engage with diverse groups.
- Ability to manage multiple tasks and projects with minimal supervision.
- Valid U.S. driver's license (travel to Archway Partnership communities may be required; travel resources will be provided).
- Currently enrolled as a graduate student at the University of Georgia.
- Professional demeanor and a collaborative team-oriented approach