



Graduate Assistant for Student Access and Outreach

The Office of Inclusive Excellence

The mission of the Office of Inclusive Excellence (OIE) is to provide institutional leadership to the focused effort to enhance and maintain a diverse and inclusive environment for learning, teaching, research, and service at The University of Georgia.

Position Description

The Graduate Assistant for Student Access and Outreach reports to the Associate Director of Student Initiatives and works closely with staff members within the Office of Inclusive Excellence (OIE) to support the coordination and facilitation of the office’s recruitment, yield, and transition programs, with an emphasis on rural, first-generation, and historically underrepresented populations. This role is essential in advancing the commitment to creating a more inclusive campus by supporting programs and initiatives that engage prospective students, encourage their application, and promote successful transitions to university life.

The schedule for this position will be 20 hours per week, requiring work weeknights and weekends as necessary.

General Responsibilities

Assist in planning, organizing, and implementing events and initiatives that promote college access, recruitment, and yield for prospective students.	30%
Advise and mentor Georgia Daze and Students for Latino Empowerment student Organizations.	20%
Provide key institutional information and resources to prospective students and families	15%
Collaborate with campus partners, alumni, and constituents where appropriate	15%
Represent the office at resource fairs, programs, and other assigned events	10%
Participate in staff meetings, trainings and other scheduled meetings	5%
Other duties and responsibilities assigned	5%

Desired Skills

The successful candidate should possess:

- An ability to envision, create, and execute plans to deliver high-quality programs
- Experience advising or mentoring college students or young adults
- Ability to thrive in a highly autonomous environment
- Demonstrated organizational and problem-solving abilities, attention to detail, written and verbal communication skills
- A talent for effectively balancing and prioritizing multiple responsibilities and a willingness to take initiative
- High level of professionalism with excellent interpersonal and intercultural skills
- Passion for working with students and campus partners from diverse backgrounds

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, national origin, disability, gender identity, sexual orientation or protected veteran status.