

Pride Center Graduate Assistant Job Description:

20 hours per week

PRIDE CENTER:

The Pride Center of the Division of Student Affairs employs graduate assistants. The graduate assistantship is designed to provide students with experiential learning opportunities in order to foster active contributions to the enhancement of inclusiveness for students, faculty, and staff at the University of Georgia.

PURPOSE

1. Provide practical field experience relating to collegiate Pride Center services and programming.
2. Enhance student's professional development utilizing measurable skills such as public speaking, program planning, assessment/ evaluation, networking, etc.
3. Develop skills in program and competency - development for graduate students

Primary Administrative Job Responsibilities

- Maintain weekly office hours for undergraduate students to request meetings
- Maintain the monthly Pride Center Newsletter with the approval of the Director, and AVPSA
- Co-facilitate student leader trainings and student panels; engage independently when deemed appropriate
- Coordinate and assess the Pride Center Ambassador Program
- Manage all catering orders for the Pride Center when needed
- Manage all reservations for Pride Center events and programs when needed
- Develop and manage an ongoing list in the P Drive of all programming for that academic year, student activities (events, programs, and meetings) that the Pride Center oversees (include number of participants, date, time, location, and the event title) additionally maintain a file of all marketing materials.
- Collaborate with the Assistant Director and the Administrative Specialist to maintain financial reports
- Maintain a 20-hour work week and regular schedule (do not exceed your scheduled hours)
- Assist Pride Center Staff in planning large events and programs including: LGBT History Month, Gaypril, Awareness Days, and other Pride Center events and programs as needed
- Attend staff meetings

Advising & Co-Facilitating

- Assist the Assistant Director in advising Pride Center Student Organizations
- Assist in advising Pride Center Allocated Student Organization in financial management
- Coordinate, plan, and assess Ambassador programs and activities
- Co-facilitate Dawg Ally Trainings when needed
- Lead and develop the agenda for the Presidents Roundtable the first Monday of every month
- Assist in organizing Student Leadership Retreat with the Director and Assistant Director at the beginning of every academic year

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Professional Development

- Engage in biweekly one-on-one meetings with the Assistant Director and twice a semester with the Director
- Engage in continued education and training opportunities provided by the Pride Center
- Attend, observe, and participate in student advising and the further development of Pride Center affinity student organizations and their advisors when appropriate
- Observe and attend Center for Global and Cultural Student Engagement events when able, in order to build coalition and programmatic capabilities with CGCSE
- Co-develop community organizing methods with all student organizations to build visibility and outreach across campus and across various student organizations outside the Pride Center
- Seek articles or research on topics affecting the Pride Center, and the students the Pride Center serves for discussion points at Staff meetings

Community Outreach

- Engage in outreach and advocacy for Pride students at UGA when available and as requested
- Participate in Pride Center events as requested and when available
- Develop stronger and sustainable relationships with community partners while further developing student agency

Documentation

- Develop a SWOT analysis semesterly of Pride Center student organizations
- Assist in developing programmatic evaluations for Pride Center student organizations and the Ambassadors using Involvement Network and other survey tools.
- Maintain an “Hours Worked” calendar for the Assistant to review at Biweekly meeting.
- Every semester, sign the Pride Center Graduate Assistant Employment Agreement Form

General Graduate Assistant Office & Personal Duties

- Help to manage undergraduate students in the office (particularly those in the student organization you will advise, student workers, and Ambassadors)
- Be welcoming and be a visible advocate to all students at UGA
- Engage in general maintenance of the office
- Engage in self-care and reflection when needed (being mentally and emotionally available for identity-focused work is important, but your overall wellness is most important, so check-in with whoever you feel most comfortable and be sure to advocate for yourself)