



Graduate Assistant for Cultural Student Engagement

About the Office of Cultural Student Engagement (CSE)

The Office of Cultural Student Engagement (CSE) creates a welcoming and engaged campus environment by providing cultural programming, mentoring pathways, leadership development, and opportunities for students to bridge communities and build relationships. Through the *BELONG* framework—Bridging Cultures, Empowering Students, Leadership Development, Outreach Initiatives, Networking, and Global Awareness—CSE helps students navigate their journey at UGA while deepening their cultural awareness and personal growth.

Position Overview

The Graduate Assistant (GA) for Cultural Student Engagement supports the mission and programs of CSE within the Center for Global and Cultural Student Engagement (CGCSE). The GA reports to Assistant Director for CGCSE and the Director of Cultural Student Engagement, while working closely with the Senior Program Coordinators, and student leaders. This assistantship is a 20 hours/week commitment for an academic year appointment (9 months). The assistantship will provide an annual stipend with tuition remission that will be consistent with the established rate at the time the appointment is made.

Duties & Responsibilities

CSO Support, Tier Engagement & Mentoring Pathways – 35%

- Support Cultural Student Organizations (CSOs) across tiers, including assisting student leaders with goal setting, semester planning, and basic budgeting for events and initiatives.
- Attend selected CSO meetings or events to provide on-site support and connect students to CSE resources, spaces, and staff.
- Help coordinate CSO onboarding processes, Presidents Leadership Council engagement, and tier-based expectations (communications, forms, and timelines).
- Promote collaboration among CSOs and campus partners to help students build connections across communities.
- Support CSE's mentoring pathways program and related student success initiatives.
- Track participation, follow up with students as appropriate, and share campus resources that can support their academic and co-curricular journey.

Departmental Programs, Events & Engagement Spaces – 20%

- Assist with the planning, coordination, and assessment of CSE departmental programs aligned with the BELONG framework.
- Support operations and programming in The Intersection and other campus spaces, including set-up, check-in processes, event flow, and post-event wrap-up.
- Help manage event logistics such as room reservations, equipment needs, supply tracking, event timelines, and day-of coordination, including working with student staff, volunteers, and peer leaders.

CSE Ambassadors – Supervision & Development – 20%

- Serve as the primary coordinator for the CSE Ambassadors group, including recruitment, onboarding, and ongoing engagement.
- Plan and facilitate regular Ambassador meetings, basic training, and involvement in CSE outreach, events, and special projects.
- Provide day-to-day guidance, leadership, and feedback to Ambassadors to help them build skills related to peer engagement, event support, and campus navigation.
- Collaborate with professional staff to align Ambassador activities with CSE priorities and the BELONG framework.

Assessment, Data & Administrative Support – 15%

- Collect and maintain attendance records, survey responses, and qualitative feedback for CSE programs, CSO initiatives, mentoring efforts, and engagement spaces.
- Assist professional staff with summarizing key data points, student feedback, and trends for internal reports and presentations.
- Support the organization of digital files (e.g., program archives, templates, timelines, and checklists) to strengthen continuity of CSE operations.
- Provide general office support as needed, including greeting visitors, responding to student questions, and helping route inquiries to the appropriate staff or office.

Outreach, Communication & Campus Partnerships – 5%

- Collaborate with the CGCSE communications team and professional staff to share information about CSE programs, CSO opportunities, mentoring pathways, and key dates.
- Assist with drafting brief event blurbs, newsletter content, and digital screen or flyer text in alignment with institutional branding and guidelines.
- Support CSE presence at outreach efforts such as resource fairs, orientations, and campus partner programs.
- Help maintain up-to-date contact lists for CSO leaders, campus partners, and student participants.

Professional Development & Special Projects – 5%

- Participate in regular one-on-one meetings with the supervisor and attend CSE/CGCSE staff meetings as appropriate.
- Engage in professional development activities related to student engagement, cultural programming, campus partnerships, and student affairs practice.
- Assist with special projects and initiatives that advance the strategic priorities of CSE and the Center for Global and Cultural Student Engagement.
- Complete other duties as assigned by the Director or designee.

Knowledge, Skills, Abilities And/or Competencies

- Strong interest in student engagement, campus programming, and supporting student success.
- Ability to build positive, welcoming relationships with students, staff, faculty, and campus partners.
- Effective written and oral communication skills, including comfort speaking with small groups and one-on-one.

- Strong organizational skills with attention to detail and the ability to manage multiple priorities and deadlines.
- Ability to work both independently and as part of a collaborative team.
- Problem-solving skills and sound judgment in responding to student questions or situations.
- Proficiency with Microsoft 365 (Outlook, Teams, Word, Excel, PowerPoint) and willingness to learn additional tools (survey platforms, event registration systems, etc.).
- Willingness to learn about cultural and global engagement, student leadership, and co-curricular learning at a large public institution.

Preferred Qualifications, Experiences, And Skills

- Prior involvement in student organizations, peer leadership roles, campus programming, orientation, residence life, or similar student engagement experiences.
- Experience supporting events or programs (planning, marketing, logistics, or assessment).
- Experience working with student groups, mentoring or coaching peers, or supporting community-building initiatives.
- Familiarity with UGA or another large university environment and campus resources.
- Comfort using communication and design tools (e.g., Canva, basic graphic design, social media scheduling platforms) is a plus but not required.

Additional Information

For questions about this position, please contact:

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