



# The University of Georgia

Student Affairs  
*Center for Leadership and Service*

## **Graduate Assistantship: Arch Society and Leadership UGA**

### **The Center for Leadership and Service**

The Center for Leadership and Service empowers students to intentionally engage in leadership learning and practice active citizenship.

### **Position Description**

The Graduate Assistant in the Center for Leadership and Service is a paraprofessional staff member in a comprehensive department that provides developmental advisement to students through the strategic initiative of the unit. The Graduate Assistant will serve in the capacity to support the mission, vision, and goals of the Center for Leadership and Service, Department of Campus Life, Division of Student Affairs, and the University of Georgia.

The Graduate Assistant will be able to obtain specific core competencies upon completion of the contracted experience. The position will help encourage the development of advising and supervisory skills with students in individual and group settings. It will provide opportunities to develop personal skills such as effective communication (both verbal and written), intercultural understanding, and critical thinking through self-assessment and unit support. Additionally, the position will encourage skill development with administrative responsibilities in database management, assessment, program development, and marketing/publications. The position will encourage effective task management in a high activity work environment. The Center for Leadership and Service expects the application of course work and intentional practice as it relates to student development and theory.

### **General Duties**

#### *Arch Society*

- Conduct one-on-one advising meetings with executive officers in conjunction with advisor
- Advise the Vice Chair for Committees and oversee internal operations of the group (i.e. assist with the planning and implementation of annual Thanksgiving Dinner, Service Projects, End of the Year Banquet, etc.)
- Work closely with Training Committee Chair to plan the training program for new Arch Society Members
- Assist in the implementation of the Arch Society's responsibilities in hosting events for the University such as Commencement Exercises, annual Legislative Day tailgate, and others
- Coordinate leadership development training for executive board and the group as a whole throughout the year
- Assist with the annual budgeting process for the Society
- Maintain active file on all Arch Society members and assist with midpoint reviews of Arch members
- Assist with the development and coordination of the Fall, Winter, and Spring retreats in conjunction with executive board
- Assist with the coordination of the interview and selection process with the Recruitment Committee and advisor
- Assist the advisor in the coordination of the annual Induction Ceremony
- Create and implement assessment and evaluation projects that determine effectiveness of various programs and initiatives of the Society (i.e. retreats, new member training, etc.)
- Attend weekly executive board meetings
- Attend weekly organizational meetings

#### *Leadership UGA*

- Serve as primary coordinator for program;
- Lead CLS Staff members to develop program schedule;
- Work with Event Management Office to manage reservations;
- Plan and implement the selection process and training of participants
- Plan and implement retreat and banquet
- Manage the budget, working with CLS staff members to make sure programs stay on budget
- Attend and assist other CLS staff members with all programs
- Develop an assessment strategy and plan to measure outcomes of the L-UGA programs
- Gather, analyze, interpret, and report data to ensure programmatic effectiveness

### **Other Responsibilities**

- Schedule weekly 13 hours of office time
- Attend weekly Center for Leadership & Service staff meetings
- Attend scheduled meetings for the Center for Leadership and Service, Programs, and Assistantship Supervisor as appropriate
- Develop intended outcomes for all facets of the position and assess the degree of achievement
- Participate in ongoing evaluation to assess growth and development
- Facilitate team building activities for office events/programs
- Maintain archival materials (electronic and paper form) as appropriate
- Serve as an advocate for the Center for Leadership and Service's organizations and programs
- Serve as an active member of the Campus Life team
- Perform other duties as assigned

*September 2009*