



# The University of Georgia

Student Affairs  
*Center for Leadership and Service*

## **Graduate Assistantship: Dawg Camp & Service Ambassadors/SunDays of Service**

### **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**

#### *Dawg Camp Extended Orientation Program*

- Serve as Co-Advisor to the *Dawg Camp* program, an extended-orientation program aimed at connecting incoming first-year UGA students to current UGA leaders and UGA tradition to assist in their transition to the college experience
- Assist in promotion of Dawg Camp to participants and student staff selections
- Assist in selection and advisement of student executive board
- Plan and coordinate retreat for student executive staff after selections
- Assist in selection of student staff for Dawg Camp
- Develop and implement training curriculum for student staff
- Conduct evaluations of training curriculum and Dawg Camp programs with student staff
- Serve as on-site coordinator at Dawg Camp Discovery in July (requires early return to campus from summer internship)
- Plan and coordinate camper reunion after Dawg Camp
- Plan and coordinate student staff recognition banquet after Dawg Camp
- Update Dawg Camp publications and participant mailers

#### *Service Ambassadors/SunDays of Service*

- Serve as Co-Advisor to the *Service Ambassadors*, a group of students who serve as liaisons between campus and local non-profits, coordinate multiple direct service projects for UGA students, and educate UGA students about global social issues
- Coordinate and assist with the development of *SunDays of Service* – monthly direct service opportunities for UGA students
- Assist in the coordination and implementation of the Service Ambassadors selection process
- Develop training modules and educational tools about critical global social issues for use during Service Ambassador training
- Provide direction in the further development and expansion of the Service Ambassadors, SunDays of Service, and other service programs and initiatives
- Manage and coordinate online registration process for SunDays of Service volunteers; track and report volunteer hours
- Attend all Service Ambassador meetings
- Assist with on-site coordination and project management during SunDays of Service programs
- Assist in the maintenance of financial activity of Service Ambassadors and SunDays of Service programs
- Oversee production of marketing materials in relation to Service Ambassador and SunDays of Service promotion efforts
- Research and understand the service needs in the surrounding community

### **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

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