

**Graduate Assistant for Student Involvement**

 Position Description

**Summary of Position:** The Graduate Assistant(GA) for Student Involvement will play an integrating role in enriching the student experience by assisting with the planning of social and educational events (i.e., Weekends West, Stay West, Homecoming, Welcome Weeks) that foster community and belonging. This GA will also advise the Student Activities Council and play an integral role in helping the student organization increase the vibrancy of campus life for the students at the University of West Georgia (UWG).

**Position Duties:**

* Serve as an Advisor for the Student Activities Council; assist organization in planning, implementing, and evaluating campus-wide events
* Recruit, train, and develop members of the Student Activities Council
* Plan, manage, and assess all weekend programs (i.e., Weekends West Georgia and Stay West Weekends)
* Manage Student Activities Council and Weekend Programs budgets and program logistics, including submitting contracts for review and approval, reserving spaces, etc.
* On-site program management/supervision of all Student Activities Council and Weekend West, and Stay West Weekend events
* Supervise and train student workers that will help attend/manage events with Graduate Assistant
* Manage marketing and advertising for Student Activities Council and Weekend Programs (i.e.,submit marketing requests, submit events to the monthly calendar, manage social media pages, etc.)
* Manage the Student Activities Council and Weekends West WolfConnect pages by uploading events, forms, and marketing
* Attend department staff meetings, Student Affairs and Enrollment Management (SAEM) division staff meetings and supervisor 1-1s
* Assist with departmental programs and activities as needed ( i.e. Preview Day, Homecoming, Organization Fairs, Campus Activities Awards Program, Welcome Events)
* Assist with other office functions as needed, including assisting with front office duties; telephone and customer service as needed
* Report directly to Associate Director for Student Involvement

**Desired Qualifications and Skills:**

* Acceptance into University of West Georgia College of Student Affairs Master’s program
* Strong desire to learn and contribute to the overall mission of the Center for Student Involvement
* Proficiency with Microsoft Office software; Word, Excel and Publisher
* Knowledge of Prezi, Adobe Illustrator, Canva or other graphic software
* Knowledge and use of social media (i.e., Facebook, Twitter, Instagram)
* Excellent written and verbal communication skills
* Strong interpersonal skills and detail oriented
* Event planning experience, highly desirable
* Prior experience advising a student organization
* Availability to work nights and weekends as needed

At the University of West Georgia, our commitment to excellence is complemented by our commitment to building a culturally diverse community. We encourage applications from various social identities, beliefs, and experiences to apply.