

Department of Alumni Relations And Annual Giving



Student-Alumni Connections

Graduate Assistant Position Description

Summary of Position: The Department of Alumni Relations and Annual Giving is seeking a graduate assistant to assist with student-alumni connections initiatives. Primarily, this position serves as a graduate advisor and support person to the UWG Student Alumni Association and UWG Blue Coats ambassador program.

Specific elements include, but are not limited to:

- Support the UWG Student Alumni Association in a graduate advisor role, including, but not limited to:
 - Attends all Coordinating Council meetings and events
 - Attends all Executive Council meetings
 - Meets 1-on-1 with each executive council member on a monthly basis
 - Provides meeting prep support
 - Provides event support to the organization (examples include reserving rooms, ordering food, purchasing supplies etc.)
 - Helps identify leadership opportunities for members
 - Support staff advisor(s) of the organization
- Support the UWG Blue Coats ambassador program in a graduate advisor role, including, but not limited to:
 - Attends all General meetings and Executive Council meetings
 - Along with the president of the organization, manage requests from campus partners for Blue Coat services
 - Serve as primary advisor to the Blue Coats Selection Committee
 - Meets 1-on-1 with each executive council member on a monthly basis
 - Provides meeting prep support
 - Helps identify leadership opportunities for members
 - Support staff advisor of the organization
- Will be given the opportunity to meet with the various leaders and experience many areas within the Division of University Advancement to develop a comprehensive understanding of the impact the division has on students.
- Working closely with the Assistant Director of Alumni Relations on special projects designed to strengthen connections and opportunities between students and alumni of the university. Candidate needs to have the ability to think creatively for developing new and progressive opportunities.
- Time management and the ability to work on multiple tasks is required

Our office is committed to making your experience meaningful for your professional development in higher education:

- Ample opportunities to work with multiple areas of campus

- Ability to work with all components of Alumni Relations and Annual Giving related to students
- Support in discovering interests and offering opportunities for professional growth

Compensation and Work Schedule

- The Graduate Assistant's tuition waiver and stipend is compensation for working approximately 20 hours each week.
- Typical work schedule is up to student and supervisor.
- As weekend events occur, the schedule will be adjusted.
- Ability to lift 20-30 lbs. is required.
- Position may require a moderate amount of activity, walking, and occasionally driving a university vehicle or golf cart