Call for Applicants
Graduate Assistant for First-Generation and Scholars Programs

The University of Georgia’s Division of Academic Enhancement (DAE) is a unit of the Office of the Vice President for Instruction (OVPI) whose central mission is to provide campus-wide leadership, collaboration, and support on matters related to instruction and student success. DAE provides UGA students with a wide range of services and courses designed to support their academic efforts. We work to ensure a quality student experience from the day a student is admitted until graduation. For more information about DAE please visit http://dae.uga.edu.

The DAE has a unique assistantship opportunity available during the Spring 2022 academic semester for a graduate student with skills and interests related to first-generation student success, instruction, program innovation and development, and assessment. This is a five month 20 hour/week assistantship. Salary will be commensurate with the Graduate School rate for a five-month assistantship plus a tuition waiver. Specifically, this GA’s responsibilities will include but are not limited to the following:

- Support the Coca-Cola First Generation, REACH, and Kellogg Scholars programs through the planning of welcome events, workshops, community events, and other ongoing curricular and co-curricular support.
- Support the 1st at the First program through planning of welcome events, workshops and creating the leadership institute
- Assist in 2022 Thrive at Georgia program planning logistics and administrative support.
- Mentor and coach selected first-generation students as needed.
- Participate in efforts to develop innovative programs and initiatives for first-generation students.
- Support the Tri-Alpha induction ceremony and programming.
- Assist in supporting the UGA First Generation Committee’s activities and programs.
- Create marketing materials and a monthly newsletter for programming.
- Collect data for program assessment and research projects.
- Contribute to other collaborative DAE initiatives and projects as needed.

Submit a one-page cover letter, current CV, and the names of three references (including email addresses and phone numbers) to Laetitia Adelson, Coordinator of First Generation and Scholars Programs in the Division of Academic Enhancement at adelson1@uga.edu. In your materials, please describe relevant professional experiences, relevant coursework or research projects, and/or certifications. Questions should be directed to Ms. Adelson.

Application review will begin on Tuesday, December 7th and continue until the position is filled. This position will begin on January 5, 2022.