The University of Georgia (UGA) seeks an innovative, collaborative, and creative Graduate Assistant within the Division of Academic Enhancement (DAE) for the TRIO Student Support Services Programs (TRIO SSS and STEM-H). The DAE is a unit of the Office of Instruction. Our mission is to empower all students to achieve success with innovative courses, programs, services, and student-centered initiatives. The DAE supports students as they transition into higher education and sustains their progress through the University’s unique academic environment. We are committed to students, committed to success.

TRIO Programs are federally funded grant programs. TRIO SSS/STEM-H helps transition, retain, and graduate students at UGA. These programs provide opportunities for academic development, assists with college requirements, and serves to motivate students toward success. This assistantship is an excellent opportunity to gain knowledge about administrative roles within an academic support unit and to become familiar with services provided to students on UGA’s campus.

The DAE has a unique assistantship opportunity available during the 2022-2023 academic year for a graduate student with skills and interests related to, low economic status, first generation student success, instruction, program innovation and development, and assessment. This is a ten month 20 hour/week assistantship. Salary will be commensurate with the Graduate School rate for a ten month assistantship plus a tuition waiver. Specifically, this GA’s responsibilities will include (but are not limited to) the following:

**Job Responsibilities**

- Support TRIO SSS/STEM-H programs through planning of events, reunions, and other ongoing curricular and co-curricular support.
- Assist in recruitment, application, selection, new student processing, and overall programmatic support.
- Advise the TRIO SSS/STEM-H Executive Board and implement new initiatives.
- Assist in the creation of a TRIO SSS/STEM-H Alumni Network.
- Mentor and coach selected second-year and first-generation students as needed.
- Assist in efforts to strengthen the collaborative relationship between TRIO and other units on campus.
- Participate in efforts to develop innovative programs and initiatives for program participants, this includes hosting info sessions and scheduling and conducting presentations as needed.
- Create marketing/recruitment materials and distribute.
- Collect data for program assessment and research projects.
- Contribute to other DAE initiatives and projects as needed.
- Manage (alongside other colleagues) office communication including phone, email, texting platform, Guidebook platform, TRIO electronic calendar and UGA listserv, and website.
- Assist in any other administrative duties assigned by the Senior Coordinator.
Qualifications
- Must be willing and able to learn new technology platforms
- Must be a self-starter and able to function in a fast-paced environment
- Must be detail oriented
- Must be flexible and adaptable
- Must be willing to work some hours during the evening and weekends
- Must have a valid driver’s license

Application Process
Submit a one-page cover letter, current C.V., and the names of three references (including email addresses and phone numbers) to Sherontae Maxwell, Assistant Director Access Programs in the Division of Academic Enhancement at sbolden@uga.edu (Subject Line: TRIO Assistant) Please describe relevant professional experiences, relevant coursework or research projects, and/or certifications. Questions should be directed to Sherontae Maxwell.

For full consideration, please apply ASAP. This position will begin in August 2022.