

**GRADUATE ASSISTANT POSITION**  
***Agricultural Communication***  
**Department of Agricultural Leadership,**  
**Education & Communication**

### **University of Georgia**

The University of Georgia is a comprehensive land and sea grant institution composed of 17 schools and colleges, including agriculture, the arts and humanities, business, education, engineering, journalism and mass communication, law, and veterinary medicine. UGA is also home to the Georgia Regents University/University of Georgia Medical Partnership. The university's picturesque 759 acres in Athens, Georgia, is home to nearly 35,000 students. UGA's website is: <http://uga.edu/>

### **ALEC Departmental Overview**

The Department of Agricultural Leadership, Education and Communication promotes food, environmental and social sustainability through experiential education. With a focused curriculum in leadership, education, and communication theory and practice, we are committed to changing lives through Georgia's land-grant mission.

ALEC degrees provide students with the knowledge, skills and experiences they need to thrive in their careers and community and to change lives. We offer the following degrees:

- Bachelor's degree in agricultural education (Teacher preparation)
- Bachelor's degree in agricultural communication
- Master's degree in agricultural and environmental education
- Certificate in Leadership and Service
- Certificate in Environmental Education

### **Position Function/Summary**

The ALEC Graduate Education Committee will decide on appointees based on grade point average, GRE scores, letters of recommendation, and statement of goals, as well as the specific needs of the department.

The Graduate Assistant for **agricultural communication** in ALEC meets all requirements for acceptance into the Graduate School at the University of Georgia and must be duly enrolled as a full-time graduate student upon employment. The Graduate Assistant will work with his/her supervisor to develop the most appropriate and beneficial work experience that will ensure both the Graduate Assistant's desired professional preparation and the accomplishment of ALEC goals. The assistantship is a ½-time position (20 hours/week) for an academic year appointment (9 months).

All graduate assistants in ALEC must remain in good standing in their respective degree programs. Assistantship appointments or reappointments are not automatic and are based on an evaluation at the conclusion of each semester by the assigned/overseeing faculty member.

### **Responsibilities**

1. Assist agricultural communication faculty with conducting research, including but not

- limited to literature reviews, data collection, data transcription, and data entry.
2. Assist other ALEC faculty in research-related work as deemed appropriate by the assigned/overseeing faculty member.
  3. Assist agricultural communication faculty with teaching courses as needed, including attending class, grading assignments, using course management applications, etc.
  4. Perform other duties as assigned.
  5. Create a scholarship development plan and meet regularly with assigned/overseeing faculty member to assess progress on the plan (including, but not limited to, conference presentations and journal publications).

### **Knowledge, Skills, and Abilities**

Candidates for an assistantship in agricultural communication should reflect the following:

1. Strong written, verbal and interpersonal communication skills.
2. Computer knowledge and skills, including word processing, email, internet, calendar, and database programs. Graphic design, photography, and video skills are preferred but not required.
3. Ability to manage detailed work and balance time demands well.

### **Education and Experience**

1. Bachelor's degree
2. Must be accepted and enrolled in a graduate or professional program at the University of Georgia
3. Willingness to work nights and weekends as appropriate.
4. Willingness to travel for research, meetings, and conferences as deemed appropriate by the assigned/overseeing faculty member in conjunction with the scholarship development plan.