

**GRADUATE ASSISTANT POSITION IN AGRICULTURAL LEADERSHIP**  
*Department of Agricultural Leadership, Education and 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 Graduate Assistant 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 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).

**Responsibilities**

1. Assist agricultural leadership faculty with teaching undergraduate leadership courses including attending class, grading assignments, managing course on eLC, etc.
2. Attend all ALEC staff and faculty meetings (as appropriate).
3. Assist agricultural leadership faculty with conducting research which may include data entry, data transcription, review of literature, data collection, etc.

4. Perform other duties as assigned.

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

1. Strong written, verbal and interpersonal communication skills.
2. Must possess computer knowledge and skills and be able to utilize word processing, email, internet, calendar and database programs.
3. Ability to manage detailed work and balance time demands well.

### **Education and Experience**

1. Bachelor's degree in agricultural education or related sciences.
2. Must be accepted and enrolled in a graduate or professional program at the University of Georgia.
3. Demonstrated ability to lead an organization and/or team.
4. Successful completion of a leadership course preferred.
5. Willingness to work nights and weekends (as appropriate).