

GRADUATE ASSISTANT POSITION
*Agricultural Leadership,
Education, and Communication*
Tifton Campus

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 faculty with conducting research which may include data entry, data transcription, review of literature, data collection, etc.
2. Attend ALEC staff and faculty meetings (as appropriate).
3. Assist 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 professional development plan and meet regularly with faculty to assess progress on the plan.

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
2. Must be accepted and enrolled in a graduate or professional program at the University of Georgia
3. Undergraduate campus leadership experience preferred
4. Willingness to work nights and weekends as appropriate.