Office of Graduate Studies
Grad Groups: Group Leader Positions – 12-16 available
DEADLINE: Friday April 7, 2017, 5 p.m.

Georgia Tech's Office of Graduate Studies seeks motivated graduate students to work as Group Leaders for the Office of Graduate Studies' Grad Groups program from May 2017 through December 2017. This is an outstanding opportunity for any graduate student who is looking to diversify their resume and add leadership experience. Group Leaders will have the opportunity to mentor, counsel, and lead a group of first-semester graduate students as they acclimate to campus.

About Grad Groups:
Grad Groups is an extended orientation program for new graduate students at Georgia Tech. The Office of Graduate Studies, in partnership with the Graduate Student Government Association, sponsors Grad Groups to help incoming graduate students get acclimated to Georgia Tech. This program provides opportunities for networking with other new graduate students from across campus and exposure to valuable campus resources of which graduate students may not otherwise be aware. This program helps build the foundation for a successful graduate student experience. Grad Groups participants are organized into groups of roughly 15 students from a diverse set of degree programs, academic interests, and cultural backgrounds. Each group is led by a veteran graduate student. This allows participants to tap into their Group Leader's valuable experience and leverage that for their own success. During meetings, representatives from various campus departments give brief presentations to the groups on topics including maximizing the advisor/advisee relationship, career development and planning, stress and time management, maintaining work/life balance, and others.

Duties:
Group Leaders will work over the summer with the Grad Groups Coordinator and Office of Graduate Studies staff to prepare for the fall Grad Groups program. During the fall semester, Group Leaders will facilitate bi-weekly small group meetings and plan activities for their group.

Hours:
The expected time commitment is about 30 hours total between May and December. There will be 3-4 meetings of all Group Leaders over the summer. As such, preference will be given to candidates who are on campus over the summer term. These summer organizational meetings will be used to develop presentation content, train Group Leaders, and familiarize Group Leaders with campus resources at the available to graduate students.

Compensation:
A stipend will be awarded at the end of December in the amount of $500 upon successful completion of Group Leader responsibilities. The Group Leader position does NOT come with a tuition waiver.

Required Qualifications and Experience:
- Currently enrolled graduate student
- Excellent written and oral communication skills
- Excellent presentation and facilitation skills
- Ability to work effectively both individually and collaboratively
- Competency with Microsoft Office

To Apply:
Please fill out the application form at http://grad.gatech.edu/grad-groups-leader-app. Please upload a one-page cover letter and an abbreviated resume that includes any leadership/group facilitation experience you have. In the cover letter, explain why you are interested in becoming a Group Leader, what you think you bring to the position in terms of skills and/or experience, and please indicate whether or not you will be on campus over the summer term (this is not mandatory, but preference will be given to those candidates who are). Also, please indicate that you've discussed this opportunity and have received approval from your research/assistantship advisor (if applicable).

Questions regarding this application or the Group Leader position should be addressed to Dr. James Black, Special Projects Coordinator in the Office of Graduate Studies.

DEADLINE FOR APPLYING - Friday April 7, 2017, 5 p.m.

Applications will be processed as they are received and interviews may be scheduled as early as April 7th. Interviews (if necessary) will be completed by April 21st and candidates will be informed of their status no later than Monday, April 24th.

Note: If we offer you a position, we may need verification/approval from your home department to hire you.

About the Office of Graduate Studies:
The mission of the Office of Graduate Studies (grad.gatech.edu) is to ensure the quality and relevance of graduate education and the academic success of our graduate students. Our office supports the nearly 7,000 graduate students enrolled in more than 90 master's and doctoral-level degree programs offered at Tech. As a top-ranking institution in the heart of Atlanta, our students learn, work, and celebrate in a truly diverse environment with graduate students hailing from across the nation and almost 100 different countries around the world. From admission to orientation, curriculum requirements, and a myriad of other services, the Office of Graduate Studies is seeks to help students succeed throughout their time at Georgia Tech.