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 2019 through December 2019. 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 and graduate school.

About Grad Groups:
Grad Groups is an extended orientation program for new graduate students at Georgia Tech. The Office of Graduate Studies 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 (sections) of roughly 16 students from a diverse set of degree programs, academic interests, and cultural backgrounds. Each group is led by a veteran graduate student “Group Leader.” This allows participants to tap into their Group Leader’s valuable experience and leverage that for their own success. Topics explored during the program include maximizing the advisor/advisee relationship, career development and planning, stress and time management, maintaining work/life balance, and others.

Grad Groups is now offered as a one-credit hour, pass-fail course (GT8801) that runs during the first eight weeks of the fall semester. Groups will meet once per week August 19 – October 11 for the fall 2019 offering of Grad Groups.

Duties:
Group Leaders will work over the summer with the Grad Groups Coordinator (Dr. James Black) and Office of Graduate Studies staff to prepare for the fall Grad Groups program. During the fall semester, Group Leaders will facilitate small group meetings, helping to foster and develop community, and plan activities for their group. Group Leaders will also manage their section’s grading (attendance, deliverables, and online module completion).

Hours:
The expected time commitment is about 40 hours total between May and December. There will be 3-4 training 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 review course content, train Group Leaders, and familiarize Group Leaders with campus resources available to graduate students.

Compensation:
A $500 stipend will be awarded 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 not graduating prior to December 2019
- Excellent written and oral communication skills
- Excellent presentation and facilitation skills
- Ability to work effectively both individually and collaboratively
- Competency with group communication tools

**To Apply:**
Please fill out the application form at [http://grad.gatech.edu/grad-groups-leader-app](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, please elaborate on:
- why you are interested in becoming a Group Leader;
- what you think you bring to the position in terms of skills and/or experience;
- 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);
- and verification that you've discussed this opportunity with 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** – Monday April 8, 2019, 11:59 p.m.

Applications will be processed as they are received and interviews (if necessary) may be scheduled as early as April 15th. Interviews will be completed by April 26th and candidates will be informed of their status no later than Monday, April 29th.

**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 more than 16,000 graduate students enrolled in nearly 100 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 collaborate 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 other services, the Office of Graduate Studies is seeks to help students succeed throughout their time at Georgia Tech.