Graduate Assistant Position Description
Alternative Breaks & Community Partnerships
Office of Leadership & Community Engagement

The graduate assistant will work in the Office of Leadership and Community Engagement in the Russell Union. The graduate assistant will devote their time to the Alternative Break Program and community partnerships at Georgia Southern University. The graduate assistant reports to the Coordinator of Alternative Breaks and Community Partnerships.

The Office of Leadership and Community Engagement is a dynamic area with a great deal of student interaction. A successful graduate assistant in this area would need to be committed to working in a team environment, be able to communicate effectively in both verbal and written form, be a self-starter, be comfortable taking lead in moments of ambiguity, and positively represent/support the mission of the University, the Alternative Breaks (AB) program, and the Office of Leadership and Community Engagement.

Position Posting & Notification Timeline:

• This position will remain open from 04/08/2019 – 04/19/2019
• Position interviews will take place from 04/22/2019- 04/25/2019
• Position placement is expected by 04/26/2019
• To apply, please submit a resume, cover letter, and two references (submission contact information at bottom)

The duties of the graduate assistant will consist of:

Direct Student Interaction
• Serve as the advisor of the Alternative Break Board and various Site Leaders of the program
• Serve as a Resident Scholar (staff representative) on at least one Alternative Break experience per year
• Present to groups (Greek Life, FYE classes, student organizations, etc.) about Alternative Breaks
• Assist in teaching leadership (LEAD) courses
• Serve as a resource for students interested in Alternative Breaks

Programming
• Advise the Alternative Break Board, including managing logistics and supervision of Education Workshops, AB Board meetings, fundraisers, and marketing events
• Assist in the planning and implementation of ~25 Alternative Breaks per year
• Implement and assess Site Leader trainings
• Work with the Alternative Break Board members in the execution of AB Board responsibilities and the creation of a comprehensive transition guides for all AB Board positions
• Assist in the compiling of evaluations and data pertaining to the Office of Leadership and Community Engagement

Other responsibilities
• Assist with administrative tasks such as mailings, advertisements, Alternative Break swag sales, website maintenance, and the marketing of Alternative Breaks through the development of flyers, emails, tabling, and press releases. Assist in managing AB social media accounts
• Research innovative Alternative Break programs across the country and continue to develop and identify potential programmatic improvements and education workshop curriculum for Site Leaders
• Serve as a positive representative of the Office of Leadership and Community Engagement
• Attend office-wide programming including, but not limited to, speakers, leadership conferences, and annual awards banquets
• As needed, represent the office at Admissions Receptions, Open Houses, and Orientation sessions. Some off-campus travel may be required
• Other duties as assigned

NOTE:
In this position you will be required to work some night and weekend events during the semester

Cover Letter Prompt:
Please address the following questions within your cover letter:
• What skills and abilities do you possess that will make you the best fit for this position?
• What do you believe are the most important factors to successfully facilitating a mutually beneficial service experience for both students and community organizations/community members that we volunteer with?

To apply for this position, please submit a resume, cover letter, and two references by:
Brandi Hoffman
Coordinator of Alternative Breaks & Community Partnerships
brandihoffman@georgiasouthern.edu
912-478-1435