The Office of Leadership and Community Engagement (OLCE) is a dynamic department with a great deal of student interaction. Graduate assistants in this department must be committed to working in a team environment and must positively represent and support the mission of the University at all times. The graduate assistant in this role will work in the Office of Leadership and Community Engagement and will report to the Coordinator of Community Engagement.

The duties of the Graduate Assistant for Community Engagement will primarily consist of:

**Direct Student Interaction**
- Coordinate the Serve912 Trip Program. This includes selecting, training, and supervising trip leaders, recruiting volunteers, and coordinating semester and weekly schedules.
- Lead the Serve912 student Board of Directors. This includes scheduling and leading biweekly meetings as well as guiding and supporting the initiatives of the students.
- Execute student trainings including monthly team meetings and semesterly orientations.
- Assist the Community Engagement Coordinator in teaching LEAD courses.
- Present to groups about community engagement opportunities.
- Serve as a resource for students interested in leadership and community engagement.

**Programming**
- Coordinate the Serve912 Trip Program, Holiday Helper Tree, and Sculpt-It.
- Provide administrative support and assistance with other Serve912/OLCE programs as needed.

**Other Responsibilities**
- Facilitate connections between community partners and students related to volunteering.
- Follow procedures to ensure that students are made aware of volunteer requests from the community.
- Monitor Serve912 components of the OLCE website to maintain accurate information.
- Assist with administrative tasks such as advertising and marketing various community engagement programs.
- Research innovative community engagement programs and offer new ideas and guidance for the program.
- Represent the OLCE at Admissions Receptions, Open Houses, and Orientation sessions as needed.
- Other duties as assigned. Some off-campus travel may be required.

Some weekend and evening hours are required for conferences, trainings & recruitment events. One weekday evening per month will be required for the monthly team training.

**Qualifications and Experience**
- Superior organization and communication skills
- Passion for developing student leaders
- Enthusiasm for community engagement work
- In-depth leadership, community engagement and/or volunteer experience
- Experience coordinating service programs
- Experience planning and coordinating events
- Familiarity with at least one of the following: leadership development, Asset-Based Community Development, social justice education, community engagement, or student programming

**To Apply**
Send your cover letter and resume to Jordan Wilburn, rwilburn@georgiasouthern.edu. Be sure to include your reasons for wanting to work in community engagement and any skills or experiences that make you a great candidate!

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