Graduate Assistant Position Description

GA for Community Engagement – Armstrong Campus
Office of Leadership & Community Engagement

The graduate assistant will work in the Office of Leadership and Community Engagement on the Georgia Southern University – Armstrong Campus, in the Memorial College Center. The graduate assistant reports to the Coordinator of Leadership Development and will work primarily with our servant leadership initiatives.

The Office of Leadership and Community Engagement is a dynamic area with a great deal of student interaction. A graduate assistant in this area would need to be committed to working in a team environment, able to communicate effectively in both the verbal and written form, and positively represent and support the mission of the university and the Office Leadership and Community Engagement.

The term for this graduate assistantship will be from Fall 2020 – Spring 2021 with the potential to extend to future semesters. The graduate assistant position time requirement is (20) hours per week. The duties of the graduate assistant will consist of:

**Direct Student Interaction**
- In partnership with the Coordinator of Leadership Development, coordinate the Serve912 Trip Program. This includes selecting, training, and supervising trip leaders, recruiting volunteers, and coordinating semester and weekly schedules
- In partnership with the Coordinator of Leadership Development, coordinate the Nick Mamalakis Emerging Leaders/Southern Leaders Program.
- Present to classes about engagement opportunities and tracking service hours
- Serve as a resource for students interested in leadership and engagement, as well as other Leadership and Community Engagement programs such as Alternative Breaks and Service-Learning.

**Programming**
- Assist with coordinating Treasure Savannah, a half-day community engagement program for students, faculty, and staff leaders across campus
- Assist with coordinating the Southern Leaders showcase, and the Nick Mamalakis Emerging Leaders Pinning Ceremony
- Assist in the compiling of evaluations and data pertaining to the Office of Leadership and Community Engagement
**Other responsibilities**
- Develop relationships with local community partners
- Assist with administrative tasks such as mailings, advertisements, and the marketing of the various community engagement programs through the development of fliers, emails, and press releases
- Research innovative leadership and community engagement programs across the country
- 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.
- Assist with recruitment of new students to our programs
- Participate in weekly 1:1 meetings with Coordinator.
- Other duties as assigned

**Schedule**
- Weekly schedule to be determined
- Some weekend and evening hours are required for conferences, trainings & recruitment events

**Qualifications and Experience**
- Excellent organizational and communication skills
- Leadership, community engagement and/or volunteer experience
- Experience planning and coordinating large events including volunteer and service programs
- Familiarity and experience with at least one of the following: leadership development, community engagement, student programming

Please submit a cover letter and resume to:
Ben Phillips, Coordinator
Office of Leadership & Community Engagement
Georgia Southern University – Armstrong Campus
bphillips@georgiasouthern.edu