Graduate Assistant Position Description
Office of Leadership & Community Engagement

The graduate assistant will work in the Office of Leadership and Community Engagement (formerly the Office of Student Leadership and Civic Engagement) in the Russell Union. The graduate assistant will devote 100% of their time to community engagement programs at Georgia Southern University. The graduate assistant reports to the Coordinator of Civic Engagement.

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 duties of the graduate assistant will consist of:

**Direct Student Interaction**
- Coordinate the Weekly Volunteer Trip Program. This includes selecting, training, and supervising trip leaders, recruiting volunteers, and coordinating semester and weekly schedules
- Coordinate a Community Engagement Orientation at the beginning of each semester
- Present to classes about engagement opportunities and tracking service hours
- Assist in teaching leadership courses, especially as it relates to LEAD 3000: Leading Positive Change
- Serve as a resource for students interested in leadership, engagement, and community mobilization

**Programming**
- Coordinate the Holiday Helper Tree, and other programs put on by the office
- Assist with coordinating Step into Statesboro, a full-day community engagement program for student leaders across campus
- Assist with the Deliberative Dialogue program

**Other responsibilities**
- Compile information for and send the weekly volunteer newsletter
- 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 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.
- Other duties as assigned

For more information, contact:
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