Graduate Assistant Position Description
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 reports to the Leadership Coordinator and will be paid monthly.

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 of Leadership and Community Engagement.

The duties of the graduate assistant will consist of:

**LEAD Courses**
- Coordinate the recruitment of new students to participate in 15-week, non-credit LEAD courses
- Assist in teaching LEAD 1000 Self-Leadership course and possibly other LEAD courses (2000/3000)
- Develop activities and discussions for weekly class meetings

**Southern Leaders Program**
- Coordinate the Southern Leaders Coaching Program
- Develop and implement training for Coaches
- Plan and develop activities for Southern Leaders Cohorts
- Coordinate the Southern Leaders Showcase
- Assist with recruitment of new members
- Assist with the Southern Leaders Legacy Workshop

**Other responsibilities**
- Assist in the coordination of mailings and other communications with students regarding leadership programs
- Assist in coordination of other leadership programs, including the Southern Collegiate Leadership Conference
- As needed, travel to off campus events such as the Admission Receptions and other programs
- Assist with the marketing of the various leadership programs through the development of flyers, press releases, attending open houses, representing the office at various functions, and emails
- Assist in researching other leadership programs throughout the country
- Assist with the development of presentation and programs for the office
- Assist in the compiling of evaluation and data pertaining to the leadership program
- Other duties as assigned