Position Description
Office of Leadership and Community Engagement
Graduate Assistant – Teaching and Advising

The graduate assistant will report to the Executive Director of the Office of Leadership and Community Engagement in the Russell Union.

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

The Teaching and Advising graduate assistant position time requirement is (20) hours per week. The duties of the graduate assistant will include:

Teaching
● Assist Executive Director with teaching of LEAD courses including:
  o Grade assignments for LEAD courses.
  o Assist with development and maintenance of Folio course site for LEAD courses.
  o Maintain Grade Book records for LEAD courses.
● Hold office hours for students in LEAD courses.
● Serve as a resource to students enrolled in LEAD courses.
● Co-teach FYE and LEAD courses as required.
● Other teaching duties as assigned by Executive Director.

Advising - Omicron Delta Kappa National Leadership Honor Society
● Serve as primary advisor for ODK, providing guidance for the student executive board
● Assist Executive Director with duties of Faculty Secretary of ODK.
● Coordinate the nomination and selection process for new members.
● Assist with the planning of the annual induction ceremony.
● Assist with planning/outreach for monthly ODK meetings.
● Maintain financial documentation/handle financial processing for membership dues.
● Serve as a fill-in officer if a position becomes vacant.

Other duties
● Assist Executive Director with external leadership development initiatives.
● Attend office-wide programming including, but not limited to, speakers, leadership conferences, and annual awards banquet.
● Attend weekly staff meetings.
● Participate in weekly 1:1 meetings with Executive Director.
● Assist with administrative tasks such as mailings, advertisements, etc.
● As needed represent the office at Admission 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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