Position Description
Office of Leadership and Community Engagement
Graduate Assistant – Lead & Serve

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

The Office of Leadership and Community Engagement is a dynamic area with a great deal of 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 duties of the graduate assistant will include:

Lead & Serve Living Learning Community
- In partnership with the Community Leader, design and implement community-building, social, & cultural programming for students living in the Lead & Serve community.
- Effectively communicate goals of the Lead & Serve Living-Learning community, which may include oral presentations, recruitment event tables, and effective use of social media.
- Work with Coordinator of Marketing & Web Initiatives to design, create, produce, and distribute promotional materials for the program.
- Create and administer a mid-semester and end of the year evaluation for the community.
- Serve as a resource for students living in the community to ensure their personal growth and academic success.
- Maintain volunteer records of students enrolled in the living-learning community.
- Hold office hours in the residence hall for students and serve as a resource for their FYE courses.
- Serve on the Lead & Serve Advisory Board.

Teaching
- Serve on the teaching team for all Lead & Serve Living-Learning community courses which include:
  - FYE 1220 (Fall 2016)
  - FYE 1410 (Spring 2017)

Leadership Scholar Program
- Assist in the coordination of the annual Leadership Scholarship Conference & Interview Day with duties including serving as a member of the planning committee and organizing all details pertaining to the day’s master interview schedule.

Other duties
- 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 banquet.
- Assist with administrative tasks such as mailings, advertisements, etc.
- As needed represent the office at the Admission Receptions, Open Houses, and Orientation sessions. Some off-campus travel may be required.
- Other duties as assigned.
Application Process
Please send your resume and cover letter to Jodi Kennedy at jmiddletongeorgiasouthern.edu. All application materials are due by Friday, April 22, 2016.

For more information, contact:
Jodi Kennedy, Associate Director
Leadership and Community Engagement
jmiddletongeorgiasouthern.edu
912-478-1435