Leadership Graduate Assistant Position Description
Office of Leadership & Community Engagement

The graduate assistant will serve as a TA1 and will work in the Office of Leadership and Community Engagement in the Russell Union. The graduate assistant reports to the Associate Director and will work primarily with the Southern Leaders Program. The graduate assistant 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 term for this graduate assistantship will be from Fall 2017 – Spring 2018 with the potential to extend to future semesters. The duties of the graduate assistant will include the following:

- Assist in facilitation of online LEAD courses (1000: Self-Leadership, 2000: Collaborative Leadership; & 3000: Leading Positive Change)
- Collect and update Southern Leader student information (curriculum progression, attendance, etc.)
- Coordinate large-scale Southern Leader events (Leadership Retreat, Showcase & Soiree, etc.)
- Assist with recruitment of new Southern Leaders
- Participate in weekly meetings with the Leadership Team
- Assist in the compiling of evaluations and data pertaining to the leadership program
- 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 Southern Leaders marketing through the development of flyers, press releases, attending open houses, representing the office at various functions, and emails
- Assist in developing best practices for leadership development programs
- Assist with program presentations for the office
- Support Alternative Breaks by serving as a Resident Scholar (as needed)
- Other duties as assigned

Please submit a cover letter and resume to:
John Banter, Associate Director
Office of Leadership & Community Engagement
jbanter@georgiasouthern.edu