Graduate Assistant Position Description
Alternative Breaks & Community Partnerships
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 will devote their time to the alternative break program and community partnerships at Georgia Southern University. The graduate assistant reports to the Coordinator of Alternative Breaks and Community Partnerships.

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 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:

Direct Student Interaction
- Serve as a Resident Scholar (staff representative) on at least one alternative break trip per year
- Present to groups (Greek Life, FYE 1220, student organizations) about alternative breaks
- Assist in teaching leadership courses
- Serve as a resource for students interested in alternative breaks

Programming
- Advise the Alternative Break Board, including overseeing the Education Workshops, weekly board meetings, weekly Co-Chair meetings, fundraisers, and awareness events
- Assist in the planning and implementation of ~25 alternative break trips per year
- Assist in the compiling of evaluations and data pertaining to the Office of Leadership and Community Engagement
- Implement and assess Site Leader trainings- 4 per break period
- Oversee the Reorientation program, including pre and post-trip service in the Statesboro community
- Work with the Alternative Break Board members to create a comprehensive transition guide for all positions

Other responsibilities
- Assist with administrative tasks such as mailings, advertisements, Alternative Break swag sales, website maintenance, and the marketing of alternative breaks through the development of flyers, emails, and press releases, manage AB social media accounts
- Research innovative alternative break programs across the country and continue to develop and identify education workshop curriculum for Site Leaders
- 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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