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 and reports to the Coordinator of Community Engagement.

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 Leadership and Community Engagement.

The duties of the graduate assistant will consist of:

**Direct Student Interaction**
- Coordinate the Weekly Volunteer Trip Program. This includes selecting, training, and supervising trip leaders, recruiting volunteers, and coordinating semester and weekly schedules
- Coordinate a Community Engagement Orientation at the beginning of each semester
- Present to classes about engagement opportunities and tracking service hours
- Coordinate and advise the Community Engagement Board (student advisory board for CE programs)
- Serve as a resource for students interested in leadership and engagement, and advise students on Asset-Based Community Development and community mobilization.

**Programming**
- Coordinate the Holiday Helper Tree, and other programs put on by the office
- Assist with coordinating Step into Statesboro, a full-day community engagement program for student leaders across campus

**Other responsibilities**
- Compile information for Weekly Volunteer Trips and update the #GoLead newsletter and Weekly Trips page on the OLCE website
- Develop relationships with local community partners
- Assist with administrative tasks such as mailings, advertisements, and the marketing of the various community engagement programs through the development of fliers, emails, and press releases
- Research innovative community engagement programs across the country
- 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.
- Participate, if schedule permits, as a Resident Scholar on one Alternative Break trip.
- Other duties as assigned

**Schedule**

Some weekend and evening hours are required for conferences, trainings & recruitment events

**Qualifications and Experience**

- Excellent organizational and communication skills
- In-depth leadership, community engagement and/or volunteer experience
- Experience coordinating volunteers and service programs
- Experience planning and coordinating large events
- Familiarity and experience with at least one of the following: leadership development, Asset-Based Community Development, social justice education, community engagement, student programming.