Leadership & Community Teaching Assistant
Office of Leadership & Community Engagement

This teaching assistant will work in the Office of Leadership and Community Engagement in the Russell Union. The teaching assistant reports to the Leadership Educator and will be paid monthly.

The Office of Leadership and Community Engagement is a dynamic area with a great deal of student interaction. A teaching 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 duties of the teaching assistant will consist of:

**LEAD Courses**
- Coordinate the recruitment of new students to participate in 15-week, non-credit LEAD courses
- Assist in teaching LEAD courses (1000, 2000, and/or 3000)
- Develop activities and discussions for weekly class meetings

**Southern Leaders Living Learning Community (LLC)**
- Design and implement community-building programming for students living in the LLC
- Design, create, produce, and distribute promotional materials for programs
- 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
- Assist with other aspects of the Southern Leaders Program

**Southern Leaders Peer Leadership Education**
- Advise the Southern Leaders Leadership Education Chairperson and Peer Leadership Educators
- Assist in the development of training materials
- Lead monthly trainings for Peer Leadership Education team
- Develop recruitment material for Peer Leadership Education team

**Other responsibilities**
- Assist in the coordination of mailings and other communications with students regarding leadership programs
- Assist in coordination of other leadership programs, including the Southern Leaders Retreat and the Southern Collegiate Leadership Conference
- As needed, travel to off campus events such as the Admission Receptions and other programs
- Assist with the marketing of the various leadership programs through the development of flyers, press releases, attending open houses, representing the office at various functions, and emails
- Assist with the development of presentation and programs for the office
- Assist in the compiling of evaluation and data pertaining to the leadership program
- Other duties as assigned