Leadership & Events 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 Collegiate Leadership Conference**
- Assist in the coordination of conference workshops
- Assist in the on-campus marketing of the conference
- Organize day-of conference details including program, check in, etc.

**Annual Student Leadership Awards & Recognition Night**
- Coordinate the Student Leadership Awards & Recognition Night
- Develop a marketing plan to advertise the award nominations and event
- Coordinate a selection committee comprised of Academic and Student Affairs staff members
- Review award criteria and make changes as necessary
- Organize all event details including invitations, event program, awards, guest speakers, etc.

**Southern Leaders Program**
- Collect and update Southern Leader student information (curriculum progression, attendance, etc.)
- Coordinate large-scale Southern Leader events (Leadership Retreat, Showcase & Soiree, etc.)
- Develop initiatives for the recruitment of new Southern Leaders on campus
- Assist with other aspects of the Southern Leaders Program

**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