



# The University of Georgia

Student Affairs  
*Center for Leadership and Service*

## **Graduate Assistantship: Leadership Resource Team (LRT) & Community Engagement**

### **The Center for Leadership and Service**

The Center for Leadership and Service empowers students to intentionally engage in leadership learning and practice active citizenship.

### **Position Description**

The Graduate Assistant in the Center for Leadership and Service is a paraprofessional staff member in a comprehensive department that provides developmental advisement to students through the strategic initiative of the unit. The Graduate Assistant will serve in the capacity to support the mission, vision, and goals of the Center for Leadership and Service, Department of Campus Life, Division of Student Affairs, and the University of Georgia.

The Graduate Assistant will be able to obtain specific core competencies upon completion of the contracted experience. The position will help encourage the development of advising and supervisory skills with students in individual and group settings. It will provide opportunities to develop personal skills such as effective communication (both verbal and written), intercultural understanding, and critical thinking through self-assessment and unit support. Additionally, the position will encourage skill development with administrative responsibilities in database management, assessment, program development, and marketing/publications. The position will encourage effective task management in a high activity work environment. The Center for Leadership and Service expects the application of course work and intentional practice as it relates to student development and theory.

### **General Duties**

#### *Leadership Resource Team*

- Co-Advise Leadership Resource Team
- Attend all related meetings (exec, member, one on ones, and LRT events)
- Assist in development of promotional materials
- Work with Event Management Office to manage reservations
- Plan and implement the selection process and training of the LRT executive board and members
- Assist in development and implementation of all LRT campus events (retreat, Leadership Success Series, TOP Dog, Georgia Collegiate Leadership Conference, and banquet)
- Assist with managing budgets
- Develop an assessment strategy, and gather, analyze, interpret, and report data to ensure programmatic effectiveness

#### *Community Engagement Initiatives*

- Coordinate and co-administer community outreach initiatives for the CLS
- Provide direction in the further development and expansion of the Community Outreach programs and initiatives
- Provide ongoing support and communication to area non-profits and government agencies and make site visits as needed
- Assist with the coordination and initiation of Memorandums of Understanding with local community agencies
- Manage and coordinate volunteer opportunities and use volunteer tracking database to track and report hours
- Research and understand the service needs in the surrounding community

### **Other Responsibilities**

- Schedule weekly 13 hours of office time
- Attend weekly Center for Leadership & Service staff meetings
- Attend scheduled meetings for the Center for Leadership and Service, Programs, and Assistantship Supervisor as appropriate
- Develop intended outcomes for all facets of the position and assess the degree of achievement
- Participate in ongoing evaluation to assess growth and development
- Facilitate team building activities for office events/programs
- Maintain archival materials (electronic and paper form) as appropriate
- Serve as an advocate for the Center for Leadership and Service's organizations and programs
- Serve as an active member of the Campus Life team
- Perform other duties as assigned

*September 2009*