

# Community-Engaged Leadership

APPALACHIAN STATE UNIVERSITY®

## **Graduate Assistant for Alternative Service Experience & Trailhead**

*Office of Community-Engaged Leadership*

### *Position Description*

The Office of Community-Engaged Leadership (CEL) engages Appalachian State University students in academic, experiential, and community-oriented programs that enhance their capacity to serve and lead in socially-responsible ways for the benefit of their local and global communities. For more information about Community-Engaged Leadership at ASU, visit: [cel.appstate.edu](http://cel.appstate.edu)

#### THE POSITION:

The Graduate Assistant for Alternative Service Experience (ASE) and Trailhead works within the Department of Community-Engaged Leadership under the Division of Student Affairs. As a whole, the ASE program provides students with an opportunity to serve, learn, explore, and make a difference in the community on a local, national, or global level during their breaks from school. The Trailhead program is an extended orientation program for incoming first-year and transfer students focused on leadership development. While the program takes place over the summer, graduate assistants during the academic year will directly support marketing and recruitment of participants, and advise the student leaders in preparation for the program. The GA in this role will be given priority for an additional paid internship over the summer to complete the Trailhead program.

This position reports to the Assistant Director of Community-Engaged Leadership and collaborates with them in the planning, advising, programming, and implementation processes of both the ASE and Trailhead programs. You will join a dynamic team of 6 full-time and 5 graduate student staff, and work closely with passionate colleagues across campus. GA positions are designed to promote intentional professional and personal growth and complement academic study in college student development through concrete opportunities to apply theory to practice.

#### YOU'LL BE RESPONSIBLE FOR:

##### [advising + supporting](#)

- Advise the driving domestic ASE Peer Leaders, a group of students who assume primary responsibility for coordinating and implementing an ASE program.
- Co-advise the ASE Executive Board, a group of 6-8 student leaders that assist in the planning, preparation, and implementation of the ASE program.
- Advise two Trailhead Student Directors, providing professional development opportunities and other leadership training throughout the Spring semester
- Assist in training and onboarding Trailhead Guides and TRAIL Team members, students who lead small groups during the Trailhead experience.

# Community-Engaged Leadership

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- Develop capacities for listening, addressing group dynamics, managing conflict and crises situations, and partnering with other professionals, departments, and community partners.

## community engagement

- Develop and maintain partnerships with 10-15 new and existing community partners across the country who host ASE groups during break.
- Work with partners on campus and across the Boone community to highlight the value of local community-engagement during the Trailhead experience.

## leadership development

- Conduct one-on-one meetings with driving domestic ASE Peer Leaders to discuss goals and the implementation of a plan to meet them.
- Co-implement a 10-week leadership seminar for all ASE Peer Leaders.
- Co-advise the ASE Executive Board in the planning, preparation, and implementation of the ASE Peer Leader Retreat.

## organization + human resources

- Assist with planning and implementation office wide events and retreats.
- Build skills in the selection, supervision, motivation, and formal evaluation of students, resolution of conflict, and risk management.
- Build competencies around the sustainability of resource management: financial resources, facilities management, budget, time, technology, and human.

## diversity + inclusion

- Foster equitable participation of all groups while seeking to address and acknowledge issues of oppression, privilege, and power.
- Incorporate social justice and inclusion competencies into practice through seeking to meet the needs of all groups, equitably distributing resources, and raising social consciousness.

## program planning + delivery

- Implement post-Trailhead community-building activities
- Assist in planning and implementation of large and small scale ASE events such as Sign-Up Lotteries, Peer Leader Retreat, Spring Training, Community Kickoff, and Reorientation, including logistics, marketing, and recruitment of participants
- Support spring domestic ASE peer leaders in all the behind-the-scenes logistics of planning their programs.

## marketing + recruitment

- Assist in marketing, recruitment, and selection of student leadership team members (Trailhead Student Directors and ASE Executive Board), Trailhead Guides and ASE Peer Leaders.

# Community-Engaged Leadership

APPALACHIAN STATE UNIVERSITY®

- Develop and execute marketing strategies to publicize Trailhead to incoming students.
- Support ASE Eboard in developing and executing a marketing plan, including managing website, Engage, and social media outlets to fill all ASE programs.

## YOU SHOULD APPLY IF YOU :

- Are accepted as a full-time graduate student at Appalachian State University; Preference is given to students who will be available to continue their experience as an additional paid internship over the summer to complete the Trailhead Experience.
- Have experience working with student groups and student leadership.
- Have experience and interest in leadership development and advising college students and connecting them to the community.
- Have experience or knowledge of program planning and intentionality.
- Have a desire to build relationships with students.
- Demonstrate a commitment to diversity, social justice, and inclusion.
- Are collaborative and enjoy working with others.
- Have the ability to take initiative and work independently on assigned projects
- Maintain flexibility in your schedule as required for some night and weekend programs

## POSITION DETAILS AND BENEFITS:

- Start Date: August 7, 2023
- 20 hours per week during academic year (August-May)
- Opportunity to renew for a 2nd year
- Assistantship Package Includes:
  - Annual stipend of \$9,000.00 divided equally among the fall and spring semesters
  - In-state tuition scholarship (or current in-state tuition cost) divided equally among the fall and spring semesters
  - Parking pass provided
  - Funding for professional development experiences (i.e. conferences, training) up to \$300.00

## WHO TO CONTACT:

- Summer Wisdom, Associate Director, Community-Engaged Leadership
  - Email: [wisdomss@appstate.edu](mailto:wisdomss@appstate.edu)
  - Phone: 828-262-2545
  - Office: 138 Plemmons Student Union