

# Community-Engaged Leadership

APPALACHIAN STATE UNIVERSITY®

## Graduate Assistant, Leadership Events & Initiatives

*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 (GA) for Leadership Events & Advanced Initiatives is responsible for creating and delivering curriculum for students participating in leadership development programs; advising students in positional leadership roles within leadership development programs; and coordinating logistics for small and large co-curricular leadership events. This position will work closely with the LEAD Team, a group of student facilitators, Leadership Workshops and Conferences open to all students.

This position will report to an Assistant Director for CEL, join a dynamic team of 7 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:

##### leadership development + community engagement

- Attend and assist with divisional and departmental initiatives as needed
- Opportunity to be a Graduate Teaching Assistant for a Leadership Studies course

##### advising + student development

- Advise the LEAD team, a group of 15-20 student peer leaders who facilitate leadership conferences and workshops
- Provide training, feedback, and professional development to LEAD team members
- Organize schedules, information, and communication for LEAD team

##### program planning + delivery

- Manage event planning processes including room reservations, meal planning, scheduling, transportation, speakers, etc. for leadership presentations, workshops, and conferences.

- Utilize research, theories, models, and standards to develop and assess content and outcomes for workshop and conference programs

#### marketing + recruitment

- Promote CEL opportunities across campus through presentations, outreach, and social media
- Develop written and visual materials and the strategies for disseminating them across campus to get students involved in CEL opportunities.
- Assist with the planning and execution of CEL social media efforts.

#### YOU SHOULD APPLY IF YOU:

- Are accepted as a full-time graduate student at Appalachian State University  
Preference is given to students pursuing a career in a related field
- Have experience and interest in leadership development and advising college students
- Can show evidence of strong communication, collaboration, and organizational skills
- Have demonstrated commitment to inclusion, personal growth, and socially responsible leadership
- 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 4, 2024
- 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)
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