



## Student Involvement & Leadership

### Student Engagement & Activity Leader (SEAL) Job Description

Student Engagement and Activity Leaders (SEALs) enhance student engagement and inclusive community as peer advisors to registered clubs and organizations and as community builders within Student Involvement & Leadership (SIL) while gaining skills in career readiness and leadership development.

SEALs exist to promote and uplift student engagement. More than just providing resources to student orgs or providing front desk support for SIL, SEALs create a cohesive experience for supporting club officers and advising campus stakeholders on what involvement opportunities are available. Each SEAL is assigned a set of student orgs to assist throughout the year on event planning, advertising, recruitment, leadership development, and engagement opportunities across campus. The goal for the SEAL program is to create a seamless positive experience for students to be involved.

#### **Responsibilities & Expectations**

1. Peer advise assigned student organizations registered with Associated Students (AS) on event planning, campus policies, and student engagement practices.
2. Oversee the logistics of events for assigned student organizations by creating work orders, scheduling event locations, and ensuring campus partners are informed of event needs.
3. Facilitate presentations and workshops on involvement for the campus community and represent SIL at events, fairs, and other programs.
4. Provide administrative support to SIL including but not limited to: answering and making phone calls, sending and replying to emails, greeting visitors, running campus errands, photocopying, researching online, organizing supplies, and approving posters.
5. **Participate in mandatory trainings, including a one-day spring training after hiring and a mid-August training before fall classes begin. Help with move-in for first year students and possibly assist with Weekend of Welcome. Candidates must be available to attend training at least two weeks before the semester begins.**
6. Participate in regular staff meetings and individual meetings with their direct supervisor.
7. Regularly communicate with assigned student organizations and meet with student organization leaders (1) time per semester.
8. Create regular training and workshop opportunities for student organization leaders.
9. Other duties as assigned.

#### **Qualifications**

1. Minimum 2.5 cumulative and major GPA
2. Must be available for all trainings (see above), and **able to work both fall AND spring semesters** (Jan Term availability is preferred but negotiable)
3. Commitment to leadership and social justice
4. Excellent oral and written communication skills, including public speaking
5. Positive attitude and strong work ethic
6. Strong organizational and leadership skills



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7. Overall team-player and able to work independently
8. Some familiarity with Microsoft Office (Word, Excel, Publisher) and Google Suite (Forms, Sheets, etc.)
9. Federal work study preferred
10. **Cannot be a Resident Advisor, WOWie, CILSA or IC staff** due to training conflicts

## **Work Schedule & Compensation**

On average, SEALS will work between 6-10 hours per week. Some evening and weekend hours are required. SEALS are paid hourly though some volunteer hours will be required.

## **Application Deadlines**

**Application opens on GaeLead: Monday, March 6, 2023**

**Application closes: Sunday, April 9, 2023**