

# LEAD SCHOLARS ACADEMY



## LEADERSHIP POSITION BOOKLET 2022-2023

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# Introduction

Thank you for your interest in becoming a member of the 2022-2023 Leadership Team in the LEAD Scholars Academy. You will find a listing of each leadership position that is available in this booklet for second year students. Each opportunity is detailed with a position description, requirements, and responsibilities. Additionally, located in the back of this booklet, you will find some important dates to remember throughout this semester.

Finally, the application for some of the student leadership positions is on the final page. All leadership position applications will be available starting March 1, 2022 to March 18, 2022 online at <https://lsa.sdes.ucf.edu/positions/>

If you have any questions, please contact our office at 407-823-2223 or through email at [leadscholarsacademy@ucf.edu](mailto:leadscholarsacademy@ucf.edu). Good luck!

## LEAD Scholars Staff

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# Leadership Excellence Board (LEB)

All Directors Must:

- Attend a spring transition retreat
- Attend the fall retreat on August 16-17, 2022
- Inform LEAD Scholars of opportunities and motivate them to participate in all parts of LEB
- Aid other LEB Directors in their duties and maintain an active role in the LEAD Scholars community
- Take an active role in promoting the LEAD Scholars Academy to high school students
- Participate in weekly LEB meetings with the other LEB Directors
- Have a minimum GPA of 3.0 and be in good standing with the program
- Attend a mandatory one-hour weekly meeting (date and time will be decided during April retreat)
- Serve during the academic year (fall and spring) with duties and responsibilities including but not limited to the following:

## LEB Executive Director

The Leadership Excellence Board Executive Director position is a paid student employee of the LEAD Scholars Academy. The LEB Director's primary role is to work with the marketing, recruitment, and selection of the next class of LEAD Scholars. The LEB Director will represent all students of the LEAD Scholars Academy, serve as a role model to all faculty, staff, and students at UCF.

The position serves during the academic year (some preparation work during the summer is expected), with specific duties and responsibilities including the following:

- Serve as the LEAD Scholars Academy liaison at meetings and events

- Lead the Directors of Marketing, Open House, and Selections (these teams provide the basis for recruiting and selecting the upcoming class of LEAD Scholars)
- Attend and present at UCF Admission Open Houses (approx. 1 per month)
- Oversee the creation of LEAD Scholars Academy Presentations and recruitment materials
- Other leadership duties to include:
  - Work up to 15 hours per week in the LEAD Scholars Office
  - Keep detailed files of activities and projects
  - Create positive Public Relations and outreach among other campus constituents
- Inform LEAD Scholars of LEB opportunities to motivate them to participate in all parts of LEB
- Aid other LEB Directors in their duties and maintain an active role in the LEAD Scholars Community
- Take an active role in promoting the program to high school students
- Facilitate weekly/biweekly LEB meetings with other LEB Directors
- Attend weekly meetings with LEB advisor and work hand in hand with advisor on projects
- Manage the LEB Budget in tandem with the advisor
- Attend Spring LEB Transition Retreat
- Attend and lead the Fall Retreat (REEL RETREAT) August 17-18, 2021
- Work 5 hours per week behind the front desk in the LEAD Lounge
- Other duties as assigned

All application material can be found at:

<https://lsa.sdes.ucf.edu/positions/>

All applications are due by **11:59pm on Friday, March 18, 2022**, and must be submitted online at

[https://ucf.qualtrics.com/jfe/form/SV\\_cwIHlafC9lQGEx7](https://ucf.qualtrics.com/jfe/form/SV_cwIHlafC9lQGEx7)

Applicants will be contacted to schedule an interview.

LEB Executive Director Applicants will interview with the LEAD Scholars Staff and the Current LEB Executive Board.

# LEB Directors

The Leadership Excellence Board Directors' primary roles are to work with other LEB Directors to assist in the marketing, recruitment, and selection of the next class of LEAD Scholars. Serving on the board is a voluntary yet valuable position within the LEAD Scholars Academy.

Director of Open House:

- Present LEAD Scholars PowerPoint presentation at every UCF Open House
- Recruit volunteers for Open House Presentation and Showcase.
- Train volunteers throughout the year to present the PowerPoint at presentation and table at Showcase.
- Update Open house PowerPoint Presentation, keep photos updates in PowerPoint throughout the year
- Update LEAD video if necessary
- Coordinate times and dates of all Rosen and UCF Open Houses (and Scholars Day) with LEAD Staff Members
- Create and continue connection with Downtown UCF Open House.
- Work with the Marketing Director to ensure enough promotional items for Open Houses
- Brainstorm and initiate new ideas for virtual recruitment and student engagement on social media

Director of Selections:

- Maintain LEB phone interview schedule and coordinate phone Interview scheduling with the front office (using SignUp Genius as necessary)
- Gather a committee of LEAD Scholars to assist in the application process (phone interviews/grading)
- Assist in the training of LEB volunteers throughout the year for phone interviews
- Run and organize a Google Drive which stores applicant's folders and documents needed for review
- Inform student volunteers of phone interview and selection schedules
- Organize and run selection meetings as needed to update committee on applications
- Update phone interview script if needed

Director of Marketing:

- Develop Marketing PowerPoint presentation
- Train students to present at various high schools within the area or their own
- Present and promote to various high schools across Florida, at least biweekly
- Order promotional merchandise (highlighters, pens, brochures, etc.) in tandem with advisor and within the LEB budget
- Give and ship out promotional materials to high schools who have been visited
- Brainstorm new ideas of how to market LEAD Scholars to high school students
- Hold committee meetings if needed

All application material can be found at:

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Applicants will be contacted to schedule an interview.

# Peer Mentor

Peer Mentors serve as liaisons between faculty members and first year students. Peer Mentors also act as role models to incoming LEAD Scholars both inside and outside of the LEAD Scholars Program. To apply:

- You must have a current UCF Cumulative GPA of a 3.0 and have a UCF Cumulative GPA of 3.0 by the end of Spring 2022.
- To be selected, you must be in good standing with the LEAD Scholars Academy and the University.
- You are required to enroll in the Peer Mentor Academy in lieu of an Advanced Leadership course. NO EXCEPTIONS! LDR 3215 course during the Fall2022 semester – Wednesday 9:30-11:20 am
- Participate in REEL Retreat that is scheduled for August 16-17, 2022.
- Spend two contact hours per week with your mentee group in their Introduction to Leadership course classroom and give LEAD Scholars updates to your mentees. In this class you will serve as the LEAD professor's class facilitator (TA). You will be expected to help facilitate the class and assist the professor in their role as they see fit.
- All Peer Mentors are to be actively involved with their mentees through role modeling, displaying positive behaviors and attitudes, using personal contact (including telephone and e-mail), coordinating social events and leadership development opportunities, and serving as dependable liaisons between the program and the first-year students.
- Coordinate one community service project for your mentee group
- Other requirements and duties will be presented during the Selection process and/or in your mentor academy class.

Peer Mentor application material can be found at

**Due March 18, 2022, by 11:59pm**

[https://ucf.qualtrics.com/jfe/form/SV\\_cwIHlafC9IQGEx7](https://ucf.qualtrics.com/jfe/form/SV_cwIHlafC9IQGEx7)

Peer Mentors and Reel Councilors must attend a group interview as part of the application process. Signups for group interviews will be emailed out once online Qualtrics application is completed. Interviews will be held Friday, March 25, 2022, 11:00-12:30 pm or 3:15-4:45 pm (attend only one).



# REEL Counselor

REEL Counselors are selected each spring to work during the fall REEL Retreat. The REEL Retreat is a 2-day, overnight leadership development and community building program open to 120 first year LEAD Scholars on a first come-first serve basis. REEL Counselors are assigned a small group of students to lead through the activities and experiences throughout the retreat. Counselors lead small group discussions, facilitate leadership exercises and activities, and serve as a resource of support, guidance, and inspiration to new LEAD Scholars. Application are welcome from all upcoming second year LEAD Scholars who are energetic, creative, and interested in helping someone else get connected with the Program.

To apply, the following criteria must be met:

- Must be available for the following dates:
  - REEL Counselor Training – Monday, August 15, 2022
  - REEL Retreat- Tuesday through Wednesday, August 16-17,2022

Sign-ups for virtual group interviews will be emailed to you once you have completed the Qualtrics application.

[https://ucf.qualtrics.com/jfe/form/SV\\_cwIHlafC9IQGEx7](https://ucf.qualtrics.com/jfe/form/SV_cwIHlafC9IQGEx7)

Note: LSA Board members, LEB Board members, and Peer Mentors will also be attending REEL Retreat as part of their training

REEL Counselor Applications are due by

**Friday, March 18, 2022, at 11:59pm**

Peer Mentors and Reel Councilors must attend a group interview as part of the application process. Signups for group interviews will be emailed out once online Qualtrics application is completed. Interviews will be held Friday, March 25, 2022, 11:00-12:30 pm or 3:15-4:45 pm (attend only one).

# **LEAD Students' Association**

All Directors Must:

- Attend Spring Retreat April 2022
- Attend fall retreat on August 16-17, 2021
- Attend a weekly board meeting to discuss LSA matters
- Hold two office hours per week in the LEAD Scholars office
- Inform LEAD Scholars of LSA opportunities and motivate them to participate in all parts of LSA
- Hold several LEAD/Impact events, which will be specified for each role
- Responsible for holding a total of 10 external/campus engagement event per semester (approximately 2 a month) to act as liaison between LEAD Scholars & other RSOs/organizations (dates of these events must be decided at the first LSA meeting).
- Aid other LSA Directors in their duties and maintain an active role in the LEAD Scholars community
- Provide all documents and records pertaining to their responsibilities for their future successors
- Have a min. GPA of 3.0 and be in good standing with the program
- Serve during the academic year (fall and spring) with duties and responsibilities including but not limited to the following:

## **LSA Executive Director**

The LEAD Student's Association Executive Director position is a paid student employee of the LEAD Scholars Academy. The LSA Executive Director serves as a direct link from the LEAD Scholars Program to the LSA. The LSA Director will represent all students of the LEAD Scholars Program, serve as a role model to all faculty, staff, and students at UCF, and meet with students regarding academic, leadership, and service needs.

# LSA Executive Director

The Executive Director oversees the directors of the Board directly. The position serves during the academic year (some preparation work during the summer is expected), with specific duties and responsibilities including the following.

Some of the functions of LSA Executive Director include:

- Counsel and lead the LEAD Student's Association Board of Directors
- Attend weekly meetings with LSA Advisor
- Conduct weekly LSA Board meeting
- Provide guidance and direction to meet the goals of LSA
- Be in charge with conjunction of Associate Director of the LEAD Students' Advisory Council
- Host at least 2 LEAD events per month
- Work up to 15 weekly office hours in the LEAD Office
- Become knowledgeable of the LEAD Scholars Academy curriculum and events
- Work 5 hours per week behind the front desk of the LEAD Lounge
- As a Keyholder for the office, be the first in line to key hold at LSA events that are after hours.
- Maintain an accurate list of members and their contact information.
- Prepare the organization's Update Form to submit to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Other duties as assigned
- Attend, plan, and lead the LSA Fall Retreat (August 16-17, 2022) and the spring LSA Transition Meeting (April 2022)
- Attend all meetings with Leadership Development Directors and advisor regarding Leadership Week
- In addition to the interviews and Qualtrics application, the LSA Executive Director applicants need to obtain 50 signatures of current LEAD Scholar students who would support their candidacy for the executive director position. This form needs to be completed and turned into the LEAD Scholar's front desk by March 18, 2022, to be considered for the executive director position. The form can be found here: [Signature form](#)

All application material can be found at:

lead.sdes.ucf.edu/positions

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and must be submitted online at

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Applicants will be contacted to schedule an interview.

LEB Executive Director Applicants will interview with the LEAD  
Scholars Staff and the Current LEB Executive Board.

Please see last bullet on LSA Executive Director position for  
additional required [signature form](#).

# LSA Board

The LSA Board of Directors is composed of second year LEAD Scholars. Serving on the board is a voluntary yet valuable position within the LEAD Scholars Program.

The Board of Directors serve the students of the Program by hosting various community events, providing students with UCF networking opportunities, and serving as the voice of the students.

Associate Director:

- Assist the Executive Director in his/her duties.
- Be in charge with conjunction of Executive Director of the LEAD Students' Advisory Council
- Host at least 2 LEAD events per month
- Update whiteboard and LEAD Portal about LSA events
- Assume the Executive Director's responsibilities in his/her absence.
- Coordinate all conferences.
- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Take attendance at all meetings and maintain an attendance record.
- Keep a copy of the constitution and have it available for members.
- Assist in special projects as assigned by the Executive Director.
- Maintain the LEAD Scholar Holler
- *Possible Changes for the 2022-2023 role include requiring the AD to work as a LEAD Assistant for 5 hours per week behind the front desk of the LEAD Lounge, where they would then receive a key to the lounge and financial compensation. This would also mean they help the front desk and Executive Director with Keyholder duties at events.*

Finance Director:

- Keep accurate records of all meetings in the Associate Director's absence.
- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the

membership at least once per month, and as requested by the Executive Director, Associate Director, advisor, or Office of Student Involvement.

- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Executive Director.
- Provide financial records sufficient to allow the advisor or Executive Director to perform audits.
- Assist in special projects as assigned by the Executive Director.
- Be responsible for documenting and recording the budget.
  - *The fiscal year for LSA shall begin on July 1 and shall end on June 30.*
- Provide monthly budget updates for the Board.
- Be responsible for at least 2 events per month
- Be Excel Certified
- Provide counseling to directors who do not fully understand their budget limits.
- Host the LEAD Dollar Auction in the spring semester

#### Media Director:

- Plan monthly artistic LSA events
- Be responsible for producing the LEAD Students Association Scrapbook (virtual or hard copy)
- Host at least 2 LEAD events per month
- Manage all social media
- Be available to photograph major LSA events or find a volunteer who is able to
- Be responsible for one large art event in Fall or Spring
- Oversee media committee
- Assist in special projects as assigned by the Executive Director

#### Community Service Director:

- Serve as the director that organizes, manages, and executes community service events and those that involve the organization's designated philanthropies.

- Update scholars with service opportunities through the maintenance and publishing of the Arrow.
- Organize maintenance of the LEAD Pond (Pond C-1) at least twice a month
- Organize and manage fund-raising events that involve the LEAD Scholars Academy's associated philanthropies (i.e., Knight-thon, Relay for Life, etc.).
- Must appoint an assistant director to assist with Knight-Thon and Relay for Life, as well as attend informational meetings about these major events (must be appointed sometime in Fall, and can be a first- or second-year student)
- Host at least 2 smaller scale community service events per month
- Responsible for hosting one large-scale event per semester (ex. Day of Service, day at SAL Outreach, etc.)
- Assist in special projects as assigned by the Executive Director.

#### Special Events Director:

- Serve as the director that plans, organizes, and executes the large-scale events pertinent to LEAD, such as Family Weekend, Spooky Nights, Pageant, Formal, and Graduation.
- Be responsible for overseeing Activities committee established to execute these events.
- Be responsible for at least 3 LEAD events per month
- Assist in special projects as assigned by the Executive Director.

#### Athletics Director:

- Plan athletic LSA events
- Be responsible for producing LEAD Cup events in the spring
- Be responsible for registering LEAD Scholars in teams for UCF intramural sports
- Be responsible for running the LEAD Tailgates and Flags during football season
- Be responsible for producing at least 3 events per month
- Assist in special projects as assigned by the Executive Director
- Liaison between UCF athletics and LEAD athletics
- Oversee the Athletics Committee, whose members help in planning LEAD events

#### Socials Director:

- Be responsible for producing at least 7 events per month
- Assist in special projects as assigned by the Executive Director
- Oversee the Socials Committee, whose members help in planning LEAD events

#### Leadership Development Director (2):

- Two Leadership Development Chairs will be selected for this position
- Each chair must hold AT LEAST 1 impact event per chair per month, catered to career development/ professionalism (ex. resume reviews, LinkedIn workshops, etc.). hence serving as liaison between LEAD Scholars and UCF Career Services
- Work in tandem with Student Government to secure funding for Leadership Week
- Research and coordinate professional speakers to present during Leadership Week
- Hold a professional development summit in the fall semester (NOT Leadership Week)
- Hold a week-long leadership conference (Leadership Week) in the spring semester
- Be willing to commit to some work over the summer (research and early planning for Leadership Week, committee hiring for Leadership Week)
- Assist in special projects as assigned by the Executive Director
- Communicate with an advisor as well as LSA executive director



All application material can be found at:

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Applicants will be contacted to schedule an interview.

# Disclaimer

If you will serve as an Orientation Team member or Resident Assistant during 2022-2023, RA Training and O-Team duties conflict with required training dates. Due to this conflict, you will not be able to hold a 2<sup>nd</sup> Year Leadership position.

At the time of this printing, Sorority Recruitment date for the fall have yet to be finalized. Students planning to participate in Sorority Recruitment may encounter conflicts with the August retreat dates. Please contact Fraternity and Sorority Life to request information about Sorority Recruitment dates and time.

Unfortunately, if at any time during your tenure you are on LEAD Scholars Involvement and/or Academic Probation or are not in good standing with the University, you will no longer be able to continue in a LEAD Scholars Leadership Position.

**LSA and LEB Members** must attend a one-hour weekly meeting. NO EXCEPTIONS!

(Date and time of the meeting will be decided on during retreat)

**Peer Mentors** must register for and attend the LDR 3215 course during the Fall 2022 semester – Wednesday 9:30-11:20 am - NO EXCEPTIONS!

All Peer Mentor application material can be found at  
[https://ucf.qualtrics.com/jfe/form/SV\\_cwIHlafC9IQGEx7](https://ucf.qualtrics.com/jfe/form/SV_cwIHlafC9IQGEx7)

Due March 18, 2022, by 11:59pm

You must attend a virtual group interview as part of the application process. Signups for group interviews will be emailed out once online Qualtrics application is completed.

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