

LEAD SCHOLARS ACADEMY



LEADERSHIP POSITION BOOKLET

2024-2025

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Introduction

Thank you for your interest in becoming a member of the 2024-2025 Leadership Team here at the LEAD Scholars Academy! Here, you will find a list of each available position, their responsibilities, and requirements.

The link to the application will be listed at the end of this booklet and can also be found on our website at:

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

The application will open on February 1, 2024 and close February 23, 2024.

If you have any questions, please contact our office at 407-823-2223 or leadscholarsacademy@ucf.edu

Good Luck!

Staff Members

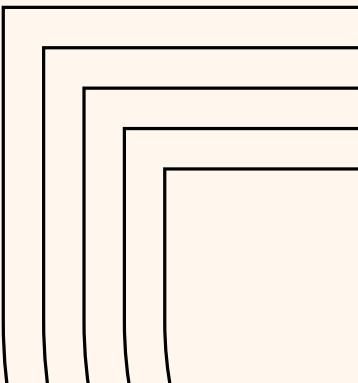
Dr. Stacey Malaret: Director

Dr. Mark Allen Poisel: Assistant Director

Dr. Virginia Koch: Assistant Director

Marlon Poteat: Academic Coordinator

Jax Rogero: Administrative Assistant II



Peer Mentor

Sr. Peer Mentor

Overview

Peer Mentors and Sr. Peer Mentors act as role models to first semester LEAD Scholars both inside and outside of the required LEAD class. They also serve as liaisons between faculty members and first year students.

Duties and Responsibilities:

- **Have a current UCF Cumulative GPA of a 3.0 and maintain a UCF Cumulative GPA of a 3.0 by the end of Spring 2024**
- **Be in good standing with the LEAD Scholars Academy and UCF**
- **Enroll in LDR 3215 for Peer Mentors (Tuesday 9:30–11:20 AM) in Fall 2024**
- **Enroll in LDR 3905 for Senior Peer Mentors (Tuesday 9:30–11:20 AM) in Fall 2024**
- **Participate in Student Leader Retreat scheduled for August 16, 2024**
- **Participate in assigned LDR 2001 class for two contact hours per week, assist your professor as needed, meet with mentees outside of class, act as a resource for your class, and provide weekly LEAD Scholars updates**
- **Serve as the LDR 2001 professor's class facilitator (TA) and assist the professor in their instructor role**
- **Serve as a role model for your mentees, display positive behaviors and attitudes, contact mentees regularly, coordinate social and impact events, and serve as dependable liaisons between the Academy staff and first year students**
- **Coordinate and plan one community service project for your mentee group**
- **Meet other requirements and duties as discussed at the Student Leader Retreat, in your peer mentor class, or as assigned by your instructor**

REEL Counselor

Overview

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 90 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. Applications are welcome from current and former LEAD Scholars who are energetic, creative, and interested in helping someone else get connected with the LEAD Scholars Academy.

Duties and Responsibilities:

- **Be available for**
 - **REEL Counselor Training: Monday, August 12, 2024**
 - **REEL Retreat: Tuesday–Wednesday, August 13–14, 2024**
- **Have a current UCF Cumulative GPA of a 3.0**
- **Be in good standing with the LEAD Scholars Academy and UCF**
- **Serve as a role model and resources for your REEL group, display positive behaviors, and attitudes**
- **Create connections for your REEL group through text, phone calls, e-mails, GroupMe, or other social media**
- **Serve as an expert liaison between the Academy staff and first year students**
- **Plan and implement one social event for your group prior to the start of classes**
- **Meet other requirements and duties as discussed at REEL training, REEL Retreat, or assigned by LEAD Scholars Academy staff**

NOTE: LSA Board Members, LEB Board members and Peer Mentors/Sr. Peer Mentors ARE eligible to serve as REEL counselors in FALL 2024

Leadership Excellence Board

Overview

The Leadership Excellence Board is the board responsible for recruitment, outreach, and selection for the upcoming class of the LEAD Scholars Academy. Serving on the board is a voluntary yet valuable position within the LEAD Scholars Academy.

All Directors Must:

- **Attend a transition retreat in April 2024 and Student Leader Retreat on August 16, 2024**
- **Complete online, asynchronous training over Summer 2024**
- **Have a minimum 3.0 GPA and be in good standing with the Academy**
- **Participate in mandatory weekly LEB meetings with the LEB Board**
 - **Date and time determined on members' availability**
- **Inform LEAD Scholars of opportunities and motivate them to participate in all aspects of LEB**
- **Aid other LEB Directors in their duties such as conducting interviews, tabling, or presenting for Open Houses**
- **Maintain an active role in the LEAD Scholars community**
- **Actively promote the LEAD Scholars community to incoming students**
- **Serve during the academic year (Fall 2024–Spring 2025)**

LEB Executive Director

Overview

The Leadership Excellence Board Executive Director position is a paid student employee of the LEAD Scholars Academy. The Executive Director's primary roles are to unite all three aspects of LEB (open house, marketing, and selections) and to act as a liaison between staff and students. 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.

Duties and Responsibilities:

- **Work up to 15 paid hours per week in the LEAD Scholars Office**
- **Work at minimum one shift per week at the front desk**
- **Serve as a liaison for the LEAD Scholars Academy at events**
- **Lead the directors of Selections, Marketing, and Open House**
- **Oversee the creation of LEAD Scholars Academy presentations and recruitment materials**
- **Inform current LEAD Scholars of LEB opportunities**
- **Aid 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 LEB Meetings with the LEB Executive Board**
- **Attend weekly meetings with LEB advisor**
- **Work with advisor and LEAD Scholars staff on project**
- **Manage LEB budget in tandem with LEB advisor**

Selections Director

Overview

The LEB Selections Director oversees all selections for the incoming LEAD Scholars class. They manage interview scheduling and selections training for current LEAD Scholars to be able to facilitate all selections for the following year.

Duties and Responsibilities:

- Work up to 15 paid hours per week in the LEAD Scholars Office
- Work at minimum one shift per week (or as scheduled) at the front desk
- Maintain LEB interview schedule and coordinate interview scheduling with volunteers
 - (Using SignUp Genius as necessary)
- Gather a committee of LEAD Scholars to assist in the application process
 - i.e. Phone interviews and application grading
- Assist in the training of LEB volunteers throughout the year to conduct interviews
- Run and organize a Google Drive which stores applicant's folders and documents needed for review
- Inform student volunteers of interview and selection schedules
- Organize and run selection meetings as need to update committee on applications
- Update interview script if needed

Open House Director

Overview

The LEB Open House Director oversees all LEAD Scholars Academy appearances at UCF Open Houses. They are the main liaison between the general touring public and the LEAD Scholars Academy. Their job is to utilize both in person and virtual open houses to gain interest for the LEAD Scholars Academy.

Duties and Responsibilities:

- **Conduct a LEAD Scholars presentation at every UCF Open House**
- **Recruit volunteers for Open House Presentation and Showcase**
- **Coordinate and present at virtual Open House events**
- **Train volunteers throughout the year to present at Open Houses with LEAD Staff Members**
- **Work in tandem with the Marketing Director to ensure enough promotional items for Open Houses**
- **Initiate new ideas for virtual recruitment and student engagement on social media**

Marketing Director

Overview

The LEB Marketing Director oversees all promotional aspects of the LEAD Scholars Academy. They are in charge of promotional items as well as Letter Stuffing events to generate interest in the LEAD Scholars Academy.

Duties and Responsibilities:

- **Develop visual marketing presentations**
 - **Utilizing PowerPoint or Canva as needed**
- **Work in tandem with the Open House Director to update photos and information in the Open House presentation throughout the year**
- **Work with OSI Productions or other professional resources to update LEAD Scholars Academy promotional videos**
- **Oversee mailing distributions for incoming students**
- **Host letter-stuffing events to create mailings as needed**
- **Order promotional merchandise in tandem with advisor and within the LEB budget**
 - *Highlighters, pens, brochures, etc.*
- **Distribute promotional materials to visiting high schools**

LEAD Students Association

Overview

LSA serves first and second year LEAD Scholars by hosting social and community building events. Providing students with UCF networking opportunities and serving as a voice for the Academy. Serving on the LSA board is a voluntary and valuable position within LEAD Scholars.

Duties and Responsibilities:

- **Attend Spring LSA Transition meeting scheduled for April 20, 2024**
- **Attend Student Leader Retreat scheduled for August 16, 2024**
- **Attend weekly LSA Board Meetings**
- **Inform LEAD Scholars of LSA opportunities and encourage participation**
- **Aid other LSA directors and maintain an active role in the LEAD Scholars community**
- **Provide Transition Documents and records of their responsibilities to their future successors**
- **Have a minimum of 3.0 GPA and be in good standing with the program**
- **Host the number of events per month as stated under each position**
- **If necessary, maintain your committee and host committee meetings**

LSA Executive Director

Overview

The LEAD Students Association (LSA) Executive Director position is a paid student employee of the LEAD Scholars Academy. They serve as a direct link for Academy staff and the LSA. The Executive Director oversees the directors of the Board. The position serves during the academic year and some preparation work during the summer is expected. The Executive Director will represent all students of the program, serve as a role model to a faculty, staff, and students at UCF, and meet with students regarding academic, leadership, and service needs.

Duties and Responsibilities:

- Work up to 15 paid hours per week in the LEAD Scholars Office
- Work at minimum one shift per week at the front desk (or as scheduled)
- Knowledgeable of the LEAD Scholars Academy curriculum and events
- Conduct weekly LSA board meeting
- Be first in line to key hold for LSA events that are after hours
- As an RSO, preparing the organization's Update Form to submit to OSI at the beginning of each semester
 - Update when changes are made to organization
- Complete SG Financial Training for SG funding
- Complete Authorized Officer Training on KnightConnect
- Co-leading with the Associate Director the LEAD Students' Advisory Council (LSAC)
- Planning and implementing 2 LEAD events per month
- Attend weekly meetings with the LSA Advisor

Additionally, to the application and interviews, the LSA Executive Director applicant must obtain 50 signatures from current LEAD Scholars who would support their candidacy for the position. The form must be turned into the front desk by the application deadline and can be found on the "Leadership Positions" page on the student portal.

Associate Director

Overview

The LSA Associate Director acts as a second in command for the Executive Director. When the Executive Director is not present, Associate is in charge of maintaining the LSA Board. This position is knowledgeable of all aspects of LEAD as well as the LSA Board.

Duties and Responsibilities:

- **Work at minimum one shift per week at the front desk (or as scheduled)**
- **Knowledgeable of the LEAD Scholars Academy curriculum and events**
- **Assisting the Executive Director in their duties**
- **Assuming the Executive Director's responsibilities in their absence**
- **Keeping and maintain accurate minutes, records, and attendance of meetings**
- **Co-leading with the Executive Director the LEAD Students' Advisory Council (LSAC)**
- **Completing Authorized Officer Training on KnightConnect**
- **Complete SG Financial Training for SG funding**
- **Updating the whiteboard and LEAD Portal of all LSA events**
- **Planning and implementing 2 LEAD events per month**
- **Contributing to the LEAD Scholar Holler**

Finance Director

Overview

The LSA Finance Director is in charge of the LSA budget. Working alongside the Executive Director, they are in charge of maintaining the money LSA spends.

Duties and Responsibilities:

- Create a budget at the beginning of each Fall and Spring semester, in conjunction with the Executive Director and advisor
- Documenting and reporting the budget
- Providing monthly budget updates to the Board
- Planning and implementing 2 LEAD events per month
- Completing Authorized Officer Training on KnightConnect
- Complete SG Financial Training for SG funding
- Excel experience *preferred*

Special Events Director

Overview

The LSA Special Events Director is in charge of all large scale LEAD events LSA puts on. There is typically one special event per month. The Special Events Director is also in charge of the Special Events Committee that assists at all these events.

Duties and Responsibilities:

- **Planning, organizing, and executing the large-scale events pertinent to LEAD such as:**
 - **Family Weekend**
 - **Spooky Knights**
 - **Friendsgiving**
 - **LEAD Formal**
 - **2nd Year Semi-Formal**
 - **LEAD Graduation**
- **Oversees the Special Events Committee established to be able to execute these events**
- **Plan and implement 3 events per month (including the Special Events)**

Media Director

Overview

The LSA Media Director is in charge of maintaining all social media accounts for the LEAD Scholars Academy. As well as creating an end of the year scrapbook documenting the year.

Duties and Responsibilities:

- **Planning and implementing at least two artistic LSA events per month**
- **Oversee the Scrapbook Committee and produce the annual LEAD Students Association Scrapbook**
- **Being available to photograph all major LSA events**
- **Manage all social media**
- **Planning and implementing one large scale art event in the Fall or Spring**

Community Service Director

Overview

The LSA Community Service Director is in charge of executing service events within the LEAD Scholars Academy. They also oversee the Heads for the LEAD Scholars Academy's teams at Relay for Life and Knight-Thon.

Duties and Responsibilities:

- Organize and execute community service for LEAD Scholars
- Organize maintenance of the LEAD Pond (Pond 1-C)
- Manage the LEAD Scholars Academy teams for Knight-Thon and Relay for Life
- *Everyone who applies for Community Service Director will automatically be considered for either Relay for Life Head or Knight-Thon Head*

Relay for Life Head Knight-Thon Head

Overview

These heads are Team Captains for Relay for Life and Knight-Thon. They coordinate teams within the LEAD Scholars Academy to fundraise and participate in these philanthropies Main Events.

Athletics Director

Overview

The LSA Athletics Director facilitates all athletic related events. Plans tailgates and the annual LEAD Cup.

Duties and Responsibilities:

- **Planning athletic LSA events**
- **Plan LEAD Cup events in the Spring semester**
- **Plan LEAD Tailgates**
 - **Coordinate Flags program during football season**
- **Coordinate LEAD Scholars intramural sports teams at UCF**
- **Plan and implement at least 5 LEAD events per month (includes tailgates)**
- **Recruit and manage Athletics Committee that assists in planning LEAD events**

Socials Director

Overview

The LSA Socials Director is in charge of recreational social events within the LEAD Scholars Academy.

Duties and Responsibilities:

- **Planning social LEAD events**
- **Plan and implement 5 LEAD Events**
- **Manage the Socials Committee whose members assist in planning LEAD events**

Leadership Week

Overview

Leadership Week occurs annually in February. It is a week full of events for the UCF community concerning leadership. These positions are for the 2024-2025 academic year. Serving on the Leadership Week board is an invaluable position for the LEAD Scholars Academy.

Duties and Responsibilities:

- **Attend Student Leader Retreat scheduled for August 16, 2024**
- **Attend weekly LW Board Meetings**
- **Inform LEAD Scholars of LW opportunities and encourage participation**
- **Aid other LW directors and maintain an active role in the LEAD Scholars community**
- **Provide Transition Documents and records of their responsibilities to their future successors**
- **Have a minimum of 3.0 GPA and be in good standing with the program**

Leadership Week Executive Director

Overview

The Leadership Week Executive Director is a paid student position within the LEAD Scholars Academy. They manage the LW Board and work as a direct liaison between the Board and the LEAD Scholars Academy.

Duties and Responsibilities:

- Participate in weekly one on ones with the LEAD Scholars Assistant Director/LW Advisor
- Work with the LSA Executive Director/LW Advisor to secure funding
- Work with LW Advisor to develop LW logo and branding materials
- Oversees LW Board
- Partner with Workshops and Keynote Speakers Director to coordinate LW schedule
- Conducts weekly board meetings
- Hold One-on-Ones with each director
- Fall: Bi-Weekly; Spring: Weekly
- Coaches and mentors directors as needed
- Attend All Access
- Work at the LEAD Scholars front desk (5 hours/week and additional hours as approved—break periods, subbing, etc.)

Leadership Week Associate Director

Overview

The Leadership Week Associate Director acts as a second in command for the Executive Director. When the Executive Director is not present, Associate is in charge of maintaining the LW Board. This position is knowledgeable of all aspects of LEAD as well as the LW Board.

Duties and Responsibilities:

- **Assist the Executive Director as requested**
- **Keep and distribute accurate minutes of LW Board meetings**
- **Ensure timely communication about LW within LEAD Scholars to the Scholar Holler, Peer Mentors, or LSAC**
- **Facilitates team bonding and influences positive morale and collaborative spirit among board members**
- **Oversee officer training and transition within the Executive Director and the LW Advisor**

Leadership Week Workshops and Keynote Speakers Director

Duties and Responsibilities:

- **Assist the Executive Director as requested**
- **Keep and distribute accurate minutes of LW Board meetings**
- **Ensure timely communication about LW within LEAD Scholars to the Scholar Holler, Peer Mentors, or LSAC**
- **Facilitates team bonding and influences positive morale and collaborative spirit among board members**
- **Oversee officer training and transition within the Executive Director and the LW Advisor**

Leadership Week Publicity and Hospitality Director

Duties and Responsibilities:

- **Oversee communication across LEAD and U-LEAD about LW programs and ensure the LEAD calendar is updated and current with LW events**
- **Update and keep current LW content on LEAD Scholars website**
- **Update LW Google Calendar on website**
- **Develop promotional flyers and other items that are consistent with the LW24 a branding guide and content calendar and regularly update the Instagram.**
- **Create and distribute thank you gifts for all speakers**
- **Update Groupme on events/changes**
- **Design flyers for all Keynote Speakers and workshops.**
- **Create excitement within LEAD Scholars and around campus for Leadership Week**
- **Create a “Scrapbook” of the week –add to LSA Scrapbook**
- **Photograph all LW events**
- **Work with Assistant Director/LW Advisor to develop, distribute, and compile results of program evaluations.**
- **Additional duties as assigned by Executive Director**

Leadership Week Volunteer Management Director

Duties and Responsibilities:

- **Promote volunteer opportunities; primarily to LEAD students then across *reliable* RSOs.**
- **Create a Master list of volunteers**
- **Assign and allocate volunteers to events**
- **Create a volunteer Groupme for communication**
- **Host 2 required volunteer training meetings BEFORE LW**
- **Serve as the main point person for all volunteers**
- **Provide volunteers with LW shirts and thank you gifts**
- **Oversee the Leadership Week Subcommittee (tentative name); composed of volunteers.**
- **Will tackle additional help for Publicity, Evaluations, Prep work for Luncheon, etc.**
- **Additional duties as assigned by Executive Director**

Leadership Week Student Leader Luncheon Director

Duties and Responsibilities:

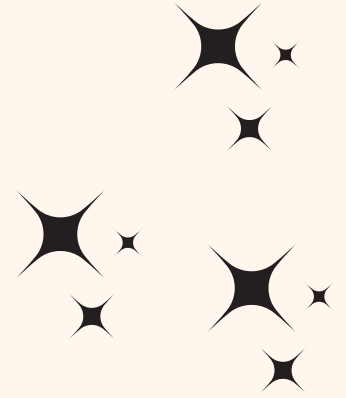
- **Select and secure a luncheon guest/keynote speaker**
- **Create a program, schedule, script for the event**
- **Decorate the ballroom for the event; provide gift bags to all attendees**
- **Create an invitee list and create a line of communication (send event reminders)**
- **Collect RVPs and order food**
- **Create and present gift for the guest speaker**
- **Additional duties as assigned by Executive Director**

Leadership Week Interactive Events Director

Duties and Responsibilities:

- **Create 7-9 special events: tours, climbing tower, field trip, etc.**
- **Create pre-registration links and send scheduled updates to attendees.**
- **Be able to attend all the interactive events.**
- **Communicate with department staff that are conducting the events.**
- **Plan and implement “artistic” Leadership Week events—i.e., Art Exhibit**
- **Additional duties as assigned by Executive Director**

Application Information



ALL APPLICATIONS ARE DUE BY FEBRUARY 23, 2024

All application material can be found at:

lsa.sdes.ucf.edu/positions/

LEB EXECUTIVE/SELECTIONS DIRECTOR

Alongside the interview with current LEB officers, LEB Executive Director and Selections Director applicants will interview with LEAD Staff

LSA EXECUTIVE DIRECTOR

- Applicants will be contacted to schedule an interview with the current officer, the entire LSA Board, and LEAD Staff
- LSA Executive Director applicants need to obtain 50 signatures of current LEAD Scholar Students who would support their candidacy for the position
 - Current LSA Directors are not eligible to sign this petition

LSA/LEB/LW BOARD

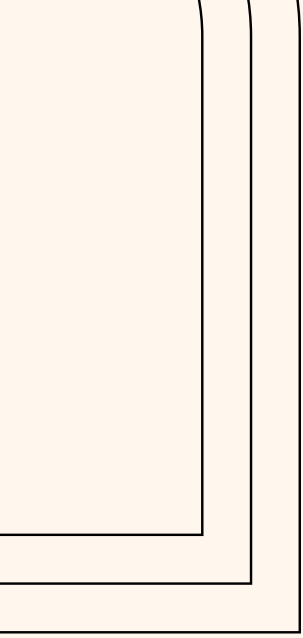
Applicants will be contacted to schedule an interview with current officers

PEER MENTORS

Peer Mentors must attend a group interview as part of the application process. Interviews will be held on February 27th at 3:00, February 28th at 3:00, March 1st at 3:00.

REEL COUNSELORS

REEL Counselors must attend a group interview as part of the application process. Interviews will be held on March 5th at 4:00 and March 6th at 3:00



Good
Luck!

