
LEAD SCHOLARS ACADEMY

20
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LEADERSHIP POSITIONS BOOKLET

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Introduction

Thank you for your interest in becoming a member of the 2025-2026 Leadership Team here at the LEAD Scholars Academy! Here, you will find a list of each available position, its responsibilities, and requirements. It is an honor to hold a leadership position.

Application details and the link to apply 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 January 22, 2025 and **closes on February 21, 2025 at 11:59PM**. If you have any questions, please contact our office at 407-823-2223 or leadscholarsacademy@ucf.edu. Good luck!

LEAD Staff Members

DR. STACEY MALARET: DIRECTOR

DR. VIRGINIA KOCH: ASSISTANT DIRECTOR

JAX ROGERO: ADMINISTRATIVE ASSISTANT

MONAL PATEL: GRADUATE TEACHING
ASSISTANT

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 2025**
- **Be in good standing with the LEAD Scholars Academy and UCF**
- **Enroll in LDR 3215 for Peer Mentors in Fall 2025**
- **Participate in Student Leader Retreat scheduled for August 15, 2025**
- **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. It is not required that you have attended REEL as a camper yourself; all are welcome to apply, especially 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 11, 2025**
 - **REEL Retreat: Tuesday–Wednesday, August 12–13, 2025**
- **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 form of communication**
- **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 2025

LEAD Students Association

Overview

LSA serves first and second year LEAD Scholars by hosting social and community-building events. LSA provides 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 12, 2025**
- **Attend Student Leader Retreat scheduled for August 15, 2025**
- **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**
- **Attend and assist at all monthly Special Events, beginning with assisting at LEAD Graduation on April 11, 2025**
- **Attend and table at All Access in Fall 2025**
- **Host the number of events per month as stated under each position**
- **If necessary, maintain your committee and host committee meetings**
- **Attend and participate in routinely LSA Board bonding events**
- **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**

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 5 hours
 - 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 the weekly LSA board meetings
 - Attend weekly meetings with the LSA Advisor
 - Conduct individual meetings with the LSA Directors discretionally
 - 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, including RSO re-registration
 - Update when changes are made to organization
 - Complete SG Financial Training for SG funding
 - Complete Authorized Officer Training on KnightConnect
 - Serve as the primary point of contact in making facility reservations
 - Co-leading with the Associate Director the LEAD Students' Advisory Council (LSAC)
 - Planning and implementing 2 LEAD events per month
- 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' Outreach Committee (LSOC)**
- **Oversees and collaborates with the Knight-thon Captain and team**
- **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**
- **Responsible for planning LSA Board team bonding events**
- **Contributing to and organizing the LEAD Scholar Holler**

Special Events Director

Overview

The LSA Special Events Director is in charge of all large-scale LEAD events LSA puts on. There is 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, budgeting, and executing the large-scale events pertinent to LEAD such as:**
 - **Family Weekend**
 - **Homecoming Tailgate**
 - **Spooky Knights**
 - **Friendsgiving**
 - **2nd Year Semi-Formal**
 - **Talent Show / Pageant**
 - **LEAD 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)**

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**
- **Documenting and keeping track of receipts**
- **Approve purchases and write checks to refund fellow officers as necessary**
- **Completing Authorized Officer Training on KnightConnect**
- **Complete SG Financial Training for SG funding**
- **Planning and implementing 2 LEAD events per month**
- **Excel experience *preferred***

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 Captain for the LEAD Scholars Academy's Team for Relay for Life.

Duties and Responsibilities:

- Organize and execute community service for LEAD Scholars, including holding at least 5 hours of service each month (including pond cleanups)
- Organize maintenance of the LEAD Pond (Pond 1-C)
- Oversees the Community Service committee
- Manage the LEAD Scholars Academy teams for Relay for Life

NOTE: Everyone who applies for Community Service Director will automatically be considered for either Relay for Life Head or Knight-Thon Head

Relay for Life & Knight-thon Captains

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.

NOTE: Relay for Life Captain and Knight-thon are not considered to be on the LSA Board of Directors, but will work with either the Community Service Director or the LSA Associate Director, respectively. This is a valuable leadership position serving as the liason between LEAD and these philanthropies.

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 academic 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**
- **Organizing the photos of LEAD and LSA events throughout the academic school year**
- **Manage all social media**
- **Planning and implementing one large scale art event in the Fall or Spring**

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, including organizing and commissioning intramural team captains to assist**
- **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 2025-2026 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 15, 2025**
- **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 executive board meetings**
- **Hold One-on-Ones with each director**
- **Fall: Bi-Weekly; Spring: Weekly**
- **Coach and mentor 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.)**
- **Work to secure outside sponsorships**
- **Create expectations contract**
- **Create and maintain executive board calendars**

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 LSOC**
- **Facilitates team bonding and influences positive morale and collaborative spirit among board members**
- **Work with Executive Director and Advisor to oversee training and transition period**
- **Reach out to specific student organizations regarding their participation in LW**

Leadership Week Workshops and Keynote Speakers Director

Duties and Responsibilities:

- **Select Keynote speakers**
- **Distribute a Call for Programs**
- **Work with Executive Director to select programs and to develop a schedule**
- **Communicate program decisions to presenters**
- **Work with Volunteer Management Director to assign a point person to each event, and the correct number of volunteers to each event**
- **Work with Publicity and Hospitality Director to promote events**
- **Work with Publicity, and Luncheon Directors to create thank-you gifts for presenters and guests**
- **Perform additional tasks as requested by Executive Director**

Leadership Week Publicity and Hospitality Director

Duties and Responsibilities:

- **Maintain Leadership Week website**
- **Develop brand-consistent promotional fliers**
- **Regularly update the Leadership Week Instagram**
- **Create a scrapbook for Leadership Week to add to the LSA scrapbook**
- **Work with Workshops and Keynote speakers, and Luncheon directors to create thank you gifts for presenters and guests**
- **Work with Associate Director/Advisor to review, compile and release results of evaluations**
- **Perform additional tasks as requested by Executive Director**

Leadership Week Volunteer Management Director

Duties and Responsibilities:

- **Promote volunteer opportunities primarily to LEAD students**
- **Create a master list of volunteers**
- **Assign volunteers to events**
- **Create a volunteer GroupMe for communication**
- **Host two (2) required volunteer trainings prior to Leadership Week**
- **Serve as point person for volunteers**
- **Select and assign volunteers to Directors**
- **Provide volunteers with volunteer shirts**
- **Coordinate disbursement of thank you gifts via volunteers**
- **Perform additional tasks as requested by Executive Director**
- **Plan at least one (1) service based event**

Leadership Week Student Leader Luncheon Director

Duties and Responsibilities:

- **Select and secure luncheon keynote speaker**
- **Create program, schedule, and script for event**
- **Decorate ballroom for event**
- **Provide gift bags to all attendees**
- **Create an invite list**
- **Create a line of communication and send out regular reminders**
- **Work with Workshops and Keynote speakers, and Publicity directors to create thank you gifts for presenters and guests**
- **Present thank you gift to keynote speaker**
- **Collect RSVPs**
- **Order food**
- **Perform additional tasks as requested by Executive Director**

Leadership Week Interactive Events Director

Duties and Responsibilities:

- **Create 7-9 specialized events, including one art centered event**
- **Create pre-registration links**
- **Create a line of communication and send out regular reminders**
- **Communicate with department staff that are conducting events**
- **Perform additional tasks as requested by Executive Director**

DISCLAIMER: Leadership Excellence Board (LEB)

IMPORTANT NOTE:

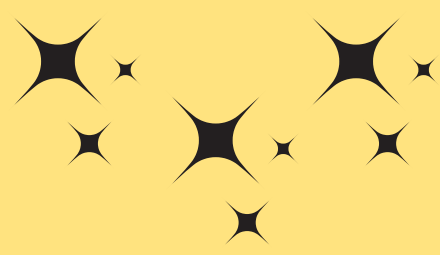
The Leadership Excellence Board is the board responsible for recruitment, outreach, and selection for the upcoming class of the LEAD Scholars Academy.

HOWEVER, while LEB is currently active this year alongside LSA and LW, there are not positions open and available to apply for at this time.

The current LEB board is diligently working to envision the future of LEB in the best interest of the LEAD Scholars Academy.

We appreciate your understanding and look forward to sharing further details regarding LEB should they arise.

Application Information



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ALL APPLICATIONS ARE DUE BY FEBRUARY 21, 2025

You are allowed to apply for up to 5 positions. All application material can be found at: lsa.sdes.ucf.edu/positions/

LSA/LW BOARD

Applicants will be contacted to schedule an interview with current officers.

SPECIFIC POSITIONS REQUIRE 2 INTERVIEWS

Alongside the interview with the current directors of the respective board one applies to, the following positions also require that applicants will additionally interview with LEAD Staff (total of 2 interviews): LW Executive Director and LSA Associate Director.

LSA EXECUTIVE DIRECTOR

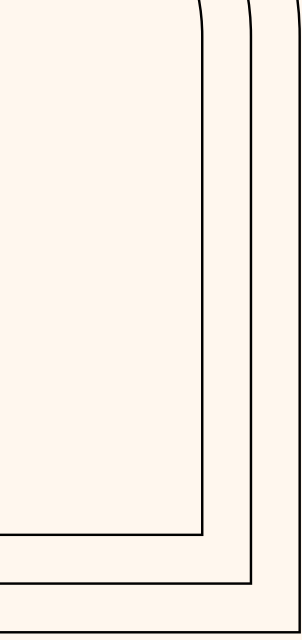
Applicants will be contacted to schedule an interview with the current officer, the entire LSA Board, and LEAD Staff (3 interviews total). LSA Executive Director applicants need to obtain 50 signatures of current LEAD Scholar Students who would support their candidacy for the position. Current LSA Directors are not eligible to sign this petition.

PEER MENTORS

Peer Mentors must attend a group interview as part of the application process. The time and date of the group interviews will be announced soon.

REEL COUNSELORS

REEL Counselors must attend a group interview as part of the application process. The time and date of the group interviews will be announced soon.



Good
Luck!

