**PROJECT LEAD TEAM MEMBER**

**Department:** Leadership and Ethics Institute  
**Hours per Week:** 2 hrs in Fall/ 8 hrs in Spring  
**Length of Appointment:** 2018-2019 Academic Year

**POSITION OVERVIEW**

As a ProjectLEAD team member you will learn about project management and have the opportunity to practice project management skills while collaborating with a team on a project given to you by a community partner, or non-profit organization. ProjectLEAD seeks to help develop participant's communication, collaboration, self-awareness, and project management skills.

**RESPONSIBILITIES**

- Attend weekly 1.5-hour ProjectLEAD sessions in the Fall
- Attend bi-weekly 1.5-hour ProjectLEAD sessions in the Spring
- Attend 2 hour Final Showcase
- Work with your assigned team members on your projects
- Complete tasks at hand and any other duties as assigned

**QUALIFICATIONS**

- Must be able to collaborate in a team setting
- Must be able to communicate effectively with team members
- Must be skillful at time management
- Must attend either Tuesday or Wednesday sessions for both fall and spring
- Must be available for Fall 2018 and Spring 2019 meeting times

**EXPECTATIONS**

- Arrive on time to each meeting
- Participate in team-building exercises
- Complete assignments by due dates
- Communicate effectively with team members and ProjectLEAD staff
- Demonstrate commitment to process by miss no more than 2 sessions in the Fall & 1 in the Spring
- Respect fellow participants
- Contribute to a positive environment

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**Fall 2018 Meeting Times**
Fall 2018 Tuesday Sessions

- September 4, 3:30PM-5:00PM
- September 11, 3:30PM-5:00PM
- September 18, 3:30PM-5:00PM
- September 25, 3:30PM-5:00PM
- October 2, 3:30PM-5:00PM
- October 9, 3:30PM-5:00PM
- October 16, 3:30PM-5:00PM
- October 23, 3:30PM-5:00PM
- October 30, 3:30PM-5:00PM
- November 6, 3:30PM-5:00PM
- November 13, 3:30PM-5:00PM
- November 17, 3:30PM-5:00PM

Fall 2018 Wednesday Sessions

- September 5, 4:00 PM-5:30PM
- September 12, 4:00 PM-5:30PM
- September 19, 4:00 PM-5:30PM
- September 26, 4:00 PM-5:30PM
- October 3, 4:00 PM-5:30PM
- October 10, 4:00 PM-5:30PM
- October 17, 4:00 PM-5:30PM
- October 24, 4:00 PM-5:30PM
- October 31, 4:00 PM-5:30PM
- November 7, 4:00 PM-5:30PM
- November 14, 4:00 PM-5:30PM
- November 28, 4:00 PM-5:30PM

Spring 2019 Meeting Times

Spring 2019 Tuesday Sessions

- January 29, 3:30PM - 5:00PM
- February 11-26, 3:30PM - 5:00PM
- February 26, 3:30PM - 5:00PM
- March 12, 3:30PM - 5:00PM
- March 25-29, 3:30PM - 5:00PM
- April 9, 3:30PM - 5:00PM
- April 23, 3:30PM - 5:00PM
- May 7, 3:30PM - 5:00PM

Spring 2019 Wednesday Sessions

- January 30, 4:00PM - 5:30PM
- February 11-15, 4:00PM - 5:30PM
- February 27, 4:00PM - 5:30PM
- March 13, 4:00PM - 5:30PM
- March 25-29, 4:00PM - 5:30PM
- April 10, 4:00PM - 5:30PM
- April 24, 4:00PM - 5:30PM
- May 8, 4:00PM - 5:30PM

*If selected, I understand that I am responsible for committing to ProjectLEAD for the fall 2018 and spring 2019 semesters. I acknowledge that I must be available for either Tuesday or Wednesday ProjectLEAD sessions during the fall and spring or be terminated from the program.