

Position Announcement
Division of Student Affairs
Department of Student Activities
Leadership Office
Graduate Assistant
Student Leadership Development
2017-2018
(THREE POSITIONS)

Background

The Leadership Office in the Department of Student Activities at the University of Connecticut is seeking three graduate assistants for the academic year 2017-2018. The Graduate Assistants will actively participate in and manage the dynamic development and implementation of exceptional services and programs associated with a growing portfolio of distinct student leadership programs and experiences.

Guided by our core principles, we facilitate educational and experiential initiatives that challenge individuals and organizations to explore, strengthen, and elevate their character, leadership and ability to contribute as global citizens.

From the University's Leadership Learning Community and our leadership Certificate Series, to collaborations with academic schools and colleges, our Four Arrows experiential programs, the Leadership Legacy Experience, Triad, our speaker series, and the advisement and work with large complex student-fee-funded student organizations, this office is actively engaged in supporting student growth and development as individuals, members of a community, and as leaders beyond the University.

Brief Description

The Graduate Assistant experiences will include direct responsibilities and active involvement in the development, delivery, and support of programs and services in the areas of student leadership development. These assistantship opportunities will offer graduate students outstanding, hands-on experiences in workshop and presentation development and implementation, student and organization advisement, large and small scale event planning, in-class instruction, group facilitation, budgeting, student supervision, and much more.

General Duties and Responsibilities:

There are three graduate assistantships with duties and responsibilities that are generally organized into two common/similar functional areas. Although each Graduate Assistant will work in an area of focus, they will also be provided with opportunities designed to broaden their skill set and experiences. The actual mix of each assistantship's programmatic responsibilities will be determined based on the needs of the office, as well as candidates' interests and abilities. Graduate Assistant candidates are invited to express an interest in one area or another (or both) but are not required to do so.

Personal Leadership Development

- Assume an active role in the coordination and support of the Office's most advanced, multi-facted, and most selective student leadership development experience (Legacy) including coordinating the selection process, planning retreats, hosting bi-weeklies, and planning a host of special events.
- Assist in coordinating and leading the multi-workshop Leadership Certificate Series – including recruitment/application, curriculum review and delivery, scheduling and assessment.
- Assist in the development, planning and implementation of campus-wide student leadership programs including (but not limited to): HOLDUP!, FUTURE Leaders, Leadership Learning Community, retreats, training sessions, and more.
- Support the development and delivery of customized training opportunities for students and student organizations (e.g., StrengthsQuest, RA Training, outdoor/experiential leadership education).
- Collaborate with academic and non-academic units across campus in the development and delivery of educational programs for various campus constituents.
- Support and correspond with various faculty and alumni mentoring groups.
- Develop and maintain the social media presence of the Leadership Office.

Organizational Leadership Development

- Provide advisement in the areas of organization development and related functions.
- Attend organization Board and other meetings, providing support and enhancing organizational effectiveness.
- Serve as a liaison between the University and the student organization.
- Assist in the development, planning, and implementation of the Triad Leadership Program for student leaders of the university's fee-funded student organizations.
- Assist in developing an effective working relationship with staff within the department and across campus engaged in providing support to student leaders.
- Assist in the development and support of an advisory network and program in support of student leaders.

Additional Responsibilities

- Support the Four Arrows experiential education/leadership program through course and experience facilitation throughout the year.
- Assist in the development and delivery of customized training opportunities related to organizational and individual leadership.
- Develop and implement various assessment tools
- Assist in developing and maintaining organization development, leadership, and other resource materials
- Participate in and support Office and Department programs as necessary (e.g. Four Arrows, SOLID, Spirit, Pride, Tradition, and other workshops and trainings run by the office).
- Serve on various department committees and provide information and support to other committees as necessary.
- Assist in the tracking and reporting of student engagement trends across campus.

Position Requirements

- Acceptance to an appropriate graduate program at the University of Connecticut
- Strong knowledge of, experience with, and/or demonstrated interest in student leadership, college student advisement, and the development and implementation of leadership development programs/workshops.
- Exceptional communication and interpersonal skills; public speaking experience
- Commitment to excellence in the development of student-centered programs and services
- Knowledge and/or demonstrated interest in student development and leadership education
- Organization, creativity, self-motivation, a sense of humor, initiative, multi-tasking skills, and a can-do attitude