Our Mission

Leadership and Organizational Development’s mission is to provide intentional, challenging, and educational experiences that are inclusive, adaptive, and accessible. We aim to empower individuals and groups to elevate their leadership identities and strengthen active membership in their communities.

Background

Leadership and Organization Development in the Department of Student Activities at the University of Connecticut is seeking one graduate assistant for the academic year 2022-2023. The Graduate Assistant 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.

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

General Duties and Responsibilities:

Personal Leadership Development

- Assist in coordinating and leading the multi-workshop Leadership Certificate Series – including recruitment/application, curriculum review and delivery, undergraduate student facilitator training and coaching, scheduling, and assessment.
- Assist with the coordination and support of the Office’s most advanced, multi-faceted, and most selective student leadership development experience (Leadership Legacy Experience) including coordinating the selection process, planning retreats, hosting bi-weeklies, and planning special events such as our campus-wide speaker series and alumni engagement events.
- Develop and maintain the social media presence of the Leadership Office.
- Assist in the development, planning and implementation of campus-wide student leadership programs including (but not limited to): Let’s Talk Leadership, FUTURE Leaders, Husky LEADS, retreats, training sessions, and more.
• Support the development and delivery of customized training opportunities (e.g., StrengthsQuest, MBTI, defining leadership, values and ethical decision making, etc.) for students and student organizations (RA Training, peer mentors, student organization leaders, etc.).
• 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.

Additional Responsibilities

• 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, 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.
• Active commitment to identity reflection and the work of anti-racism, social justice, and inclusion
• 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, leadership theory and education
• Organization, creativity, self-motivation, a sense of humor, initiative, multi-tasking skills, and a can-do attitude
• Ability and willingness to work flexible hours including some evening and weekend commitments

Commitment

• 20 hours per week; schedule will vary based on student’s availability and programmatic needs.
• Weekend and evening hours are required in order to attend related events.
• Summer employment is available beginning July 2023 and is strongly encouraged; excellent candidates who also have summer availability will be given special consideration.
• This assistantship may be renewed for a second year pending a satisfactory performance after the first year.

www.leadership.uconn.edu
**Application Process**

- Interested candidates should send a) letter of interest, b) resume, c) names and contact information for three professional references to: Trisha Hawthorne-Noble, Trisha.Hawthorne@uconn.edu, Director, Leadership and Organizational Development