

Division of Student Affairs
Department of Student Activities
Leadership Office
Position Announcement
Graduate Assistant
Organizational Leadership/Advisement
2014-2015

Background

The Leadership Office in the Department of Student Activities at the University of Connecticut is seeking a graduate assistant for the 2015-2016 academic year. The Graduate Assistant will actively participate in the advisement and support of the University's large campus-wide, student fee-funded organizations (student government, student media groups, student programming boards, etc.), including providing coordination and support to the year-long Triad Leadership Program, specifically designed for the student leaders of these organizations.

The Leadership Office is a progressive office facilitating 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, the Leadership Legacy Experience, and Triad, 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

This Graduate Assistant experience will include direct advisement of the university's student government, student media, and other student fee-funded organizations, as well as responsibility for the development, delivery, and support of the Triad Leadership Program for leaders of these organizations. In addition, this assistantship offers diverse and challenging experiences in advisement, mediation, workshop development and implementation, event planning, group facilitation, and much more.

General Duties and Responsibilities:

1. Fee-Funded Organization Advisement & Support

- 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 developing an effective working relationship with staff within the department and across campus engaged in providing support to student leaders.
- Assist in the support, delivery, and oversight of organization leader training programs.

2. Leadership Development

- 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 the development and support of an advisory network and program in support of student leaders.
- Assist in developing and maintaining organization development, leadership, and other resource materials
- Assist in the development and delivery of customized training opportunities related to organizational and individual leadership.
- Develop and implement various assessment tools.

3. Additional Responsibilities

- Participate in and support Office and Department programs as necessary (including Four Arrows Challenge Course, 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.
- Commitment to excellence in the development of student-centered programs and services.
- Strong organizational, multi-tasking, communication, technology and interpersonal skills.
- Creativity, self-motivation, a sense of humor, multi-tasking and time management skills, and initiative.