



Graduate and Research Assistantships for Doctoral Students 2012-13

DOCTORAL GRADUATE ASSISTANT EDUCATIONAL LEADERSHIP DEVELOPMENT ACADEMY (ELDA)

This position reports to the Director of the Educational Leadership Development Academy in the School of Leadership and Education Sciences (SOLES) and will receive general guidance and direction on a variety of tasks from the Assistant Director of Leadership Programming. The Graduate Assistant will be responsible to further the goals of ELDA by enhancing its internet presence for use by current and future students and alumni; supporting programs and initiatives of ELDA through event planning, management and follow-up; supporting research of ongoing and future programs by ELDA faculty and administration; and through communication and outreach to students and alums.

JOB RESPONSIBILITIES

- Review and analyze the ELDA web pages and propose meaningful modifications and improvements to include information and functionality for past, present and future students and program participants. Compare and contrast websites at other institutions through online research.
- Implement approved modifications to the web site using school-approved software and through collaboration with SOLES and USD web developers.
- Assist in development and implementation of social networking for program participants and student recruitment activities as well as student and program alumni.
- Support event management at assigned events including, selecting date(s), creating agendas, reserving appropriate space and catering needs, preparation of necessary materials (handouts, presentations, etc).
- Provide summary and follow-up for assigned ELDA programming (ie: Attend Spotlight events, take notes, summarize program, and distribute content to participants within 2 business days). Other events as assigned.
- Assist ELDA in outreach to alumni by tracking alumni professional activity using online research, phone calls and other necessary avenues to locate alumni.
- Participate in online chats and message boards to recruit program participants and prospective students
- Provide weekly report of completed and ongoing job activities and projects.
- Develop and/or proofread, edit, and correct department publications and websites as needed.
- Create, write and edit bi-annual ELDA newsletter. Responsibilities include: conducting student and faculty interviews, taking and procuring photography, writing, laying out newsletter (in Constant Contact), and procuring and compiling distribution lists, and managing distribution in agreed upon timeline.
- Support grant activities as assigned, to include attending meetings on and off site, supporting research activities of PI's through research, review, editing or writing of reports.

- Other duties as assigned.
- Research, program evaluation, and writing – to be determined in consultation with Supervisor.

QUALIFICATIONS

- Graduate degree in progress as a USD student.
- Working knowledge of social networking, web-based programs, and website development and maintenance.
- Ability to work independently and successfully meet division goals.
- Strong administrative and organizational skills, preferably within higher education.
- Strong communication, interpersonal skills, professionalism, and attention to detail.
- Understanding of and commitment to the mission and purpose of USD as a Catholic, liberal arts based University.
- Flexible hours. Occasionally, there is some evening and weekend work responsibilities.

BACKGROUND CHECK: Successful completion of a pre-employment background check is required after a contingent offer of employment is made. The contingent offer may be finalized once the background investigation has been completed and the results accepted by the university.

DATES OF EMPLOYMENT

- 9 month appointment beginning August 27, 2012
- 20 hours per week

COMPENSATION

- \$14,615 salary
- 12 units of tuition scholarship
- Health benefits

JOB APPLICATION REQUIREMENTS

- Submit a letter of interest, resume, and contact information for 3 professional references.
- Selected candidates will be contacted for interviews after the deadline in February and decisions made by early March. (phone interviews will be available)

TO APPLY

Submit all documents to by **February 17, 2012** to **Heather Gibb** at heatherg@sandiego.edu.