



Graduate and Research Assistantships for Doctoral Students 2012-13

GRADUATE ASSISTANT LEADERSHIP MINOR AND STUDENT AFFAIRS

The Leadership Studies Graduate Assistant includes work in several related areas: one as an instructor for the Leadership minor and the other as a Student Affairs liaison. The Graduate Assistant reports to the Department Chair.

JOB RESPONSIBILITIES

As instructor for the Leadership minor:

- Teach 1-3 courses/semester in the undergraduate leadership minor (3 total)
- Prepare syllabus for each course taught, following the guidelines provided by the facilitator of the program and curriculum as approved by the faculty of SOLES
- Provide students with appropriate evaluation activities and assign grades accordingly
- Attend all part-time faculty meetings held during the semester
- Review part-time faculty handbook and abide by all of the policies
- Be available to students during office hours (3 hours per week)
- Turn in mid-term and final grades on or before the posted deadlines

As Department of Leadership Studies Student Affairs (SA) liaison:

- Serve as department connection to Emerging Leaders course (meet and collaborate with SA Emerging Leaders coordinator; teach the course for undergraduate EL facilitators)
- In collaboration with SA Staff continue to develop and then lead required DLS experience for undergraduates in internships and practical experiences (as appropriate)
- Other duties as assigned by Department Chair

QUALIFICATIONS

- Completion LEAD 600, or equivalent, preferred.
- Experience teaching undergraduate students
- Basic knowledge of leadership theory and student development theories
- Must have an interest in developing the capacity to teach leadership to adult learners
- Experience working in Student Affairs in some capacity
- Strong administrative and organizational skills, preferably within higher education.
- Strong communication and interpersonal skills, and professionalism.
- Ability to work with and assist graduate and undergraduate students, and faculty
- Initiative, time management and proven capability of following through, and ability to work independently.
- Flexible hours. There is evening and some weekend work responsibilities.
- Excellent writing and basic computer skills

DATES OF EMPLOYMENT

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

COMPENSATION

- \$20,000 salary
- 15 units of tuition scholarship
- Health benefits

JOB APPLICATION REQUIREMENTS

- Submit a letter of interest, resume, and contact information for 3 professional or education 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.