



## Graduate Assistantships for Doctoral Students

### GRADUATE ASSISTANT DEPARTMENT OF LEADERSHIP STUDIES

The Leadership Studies Graduate Assistant will work with the administration team in the Department of Leadership studies on a variety of tasks including event planning, liaison to graduate student body, and assistance in preparation of marketing materials and website content.

#### **JOB RESPONSIBILITIES**

- Plan, develop and organize new student orientation for PhD and MA students (MA in Leadership Studies and MA in Higher Education Leadership) in the spring semester.
- Execute all aspects of assigned events including, selecting date(s), creating agendas, reserving appropriate space and catering needs, preparation of necessary materials (handouts, presentations, etc).
- Provide guidance and direction for the broad spectrum of student activities outside the classroom to build a sense of community and connectedness among students.
- Develop and implement events and projects to address relevant issues, enhance communication between students and administration, and/or provide for social interaction, including forums, dinners, faculty-student discussions and special presentations.
- Meet with administration, faculty and student groups to discuss ongoing issues and events.
- Proofread, edit, correct and in, some cases develop, department publications and websites as needed. This could include social networking.
- Other duties as assigned.

#### **QUALIFICATIONS**

- Strong computer skills, including Microsoft Office and Internet applications.
- Basic knowledge of leadership theory
- Strong administrative and organizational skills, preferably within higher education.
- Strong communication and interpersonal skills, and professionalism.
- Ability to work collaboratively and cooperatively with department administration, staff, faculty and students.
- 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 - September - August

#### **SALARY**

- 12 month appointment: \$19,000, benefits + tuition (15 units)