



Graduate Assistantships for Doctoral Students

GRADUATE ASSISTANT DEPARTMENT OF LEADERSHIP STUDIES: LEADERSHIP MINOR

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 1-2 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 course instructor; teach the course for undergraduate co-instructors of course)
- In collaboration with SA Staff continue to develop and then lead required DLS experience for undergraduates in internships and practical experiences (as appropriate)
- In collaboration with LS program coordinator and facilitator design handbook for all LS minor instructors to be used in Fall 2011
- In collaboration with LS program coordinator; LS facilitator and department chair design part-time faculty training. Pilot at least one training in Spring 2011

QUALIFICATIONS

- Must have successfully completed EDLD 600, or equivalent
- 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 - September - August

SALARY

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