NAME:

TITLE: Graduate Assistant for Leadership

DEPARTMENT: Student Leadership and Engagement

DIVISION: Student Affairs

SUPERVISOR: Mandy Womack, Director SLIC and Sean Horrigan, Lead Faculty for Emerging Leaders

ADMINISTRATIVE (exempt) STAFF (non-exempt) X

APPROVAL DATE: February 2016

GENERAL PURPOSE
The Graduate Assistant shares responsibility for the coordination of the Emerging Leaders (LEAD 150) class for first-year students as well as other undergraduate leadership opportunities. The GA will help train Emerging Leaders facilitators, assist in the development and revision of the Emerging Leaders curriculum and class activities, lead weekly facilitator staff meetings, instruct a class of 15 first-year students, and conduct evaluation and assessment of the classes. This Graduate Assistant is responsible for developing programs and serving as a resource to undergraduate student leaders. They share responsibility for the advising and personal development of individuals assigned to them on the Associated Students Leadership Team and fraternity/sorority officers. They meet with individual students, assist them in developing committees, advise and attend all events planned by those students and develop appropriate publications. Duties are flexible according to the experience, skills, interest, and academic schedule of the Graduate Assistant. The position will focus 75% of work hours on Emerging Leaders for the Fall semester and 25% for the Spring semester.

SUPERVISION RECEIVED

☐ General guidance, direction and theoretical connection jointly provided by the Director of Student Leadership and Engagement and the Lead Faculty for Emerging Leaders.

☐ Meet weekly with Director and/or Lead Faculty for an hour of supervision related to advising students and programs.

☐ Meet with Student Leadership, Involvement, and Changemaking (SLIC) staff.
Ongoing supervision, as needed.

**SUPERVISION EXERCISED**
- Supervise individual officers and committees of Associated Students.
- Supervise the Emerging Leaders instructors.

**EXAMPLES OF WORK (include percentage of time for each example; no less than 10% each)**

1. Program Coordination and Management (30%)
   - **Emerging Leaders**
     1. Coordinate the planning and implementation of training for Emerging Leaders facilitators.
     2. Assist with planning the curriculum components of the large group and small group sessions.
     3. Prepare for and lead weekly staff meetings for Emerging Leaders facilitators.
     4. Assist in management of administrative functions of Emerging Leaders such as attendance, grading, teaching materials, and communication to facilitators and students.
   
   - **Leadership Development and Programs**
     1. Coordinate the design of publications/advertising of leadership development opportunities and resources offered by the SLIC.
     2. Create and lead a workshop series targeting undergraduate students.
     3. Partner with other departments to create a well-rounded leadership offering.
   
   - **Student Advising**
     1. Attend all functions planned by his/her advisees as a supervisor for the event and assist in the adherence of University policies.
     2. Attend all committee (Associated Students, etc.) meetings and work with the committees to develop and train new leaders.
     3. Serve as a Student Organization Representative (SOR) and/or Chapter Development Advisor (Fraternity/Sorority Life), as assigned.

2. Direct Advising of Students (25%)
   - **Emerging Leaders**
     1. Informally advise undergraduate juniors and seniors in their roles as Emerging Leaders Facilitators through training, and interaction in staff meetings.
   
   - **Associated Students**
     1. Serve as an advisor to A.S. officers, as assigned.
     2. Meet regularly with student organizations leadership, as needed.
     3. Meet with student leaders to establish goals and priorities for their areas for the year and will meet with the students to evaluate their progress regularly.
     4. Meet regularly with the Director of Student Leadership and Engagement to establish direction, and communicate about the work of the committees and the individual development of the students he/she is advising, and to report on the progress of training opportunities.

3. Training/teaching Experience in Student Affairs (25%)
   - **Emerging Leaders**
1. Coordinate the training for Emerging Leaders facilitators.
2. Lead weekly staff meetings, which include training for upcoming class sessions.
3. Co-instruct an Emerging Leaders class of 15 first-year students which includes facilitation, teaching, and advising.

B. Leadership Development and Programs
1. Assist committees and organizations in the development and training of new leaders.
2. Utilize faculty, staff, students, alumni and community members as resources for all training activities.
3. Attend and present, as needed, at leadership retreats, including the SLIC Training, GA Training, Associated Students Leadership Training, Senate Retreat, FSL Leadership Retreat, and Sorority Recruitment Counselor Retreat.

4. Participate in Training (10%)
   1. Participate in the fall and spring Graduate Assistant training held in mid-August and January.
   2. Participate in the on-going training sessions for Graduate Assistants.

5. University Committee Service (5%)
   1. Serve on University Committees, as requested.
   2. Serve as a representative for SOR or CDA.

6. Research and Assessment (5%)
   A. Emerging Leaders
      1. Coordinate the assessment of Emerging Leaders class through surveys to the students and individual meetings with the Instructors.
      2. Recommend changes based on the assessment data.
   B. Leadership Development and Programs
      1. Assist in the development of learning outcomes for new programs and services.
      2. Coordinate the distribution of program assessments.
      3. Conduct evaluation of assessment data to ascertain whether or not learning outcomes are met.
      4. Compile statistics and summary reports, as needed.
      5. Regularly research “best practices” on topics and resources relating to leadership and student involvement.