



Job Title: Graduate Assistant – Leadership Programs

Department: Sarah R. Opperman Leadership Institute

Date: Academic Year Assistantship, August 2023– May 2024

General Statement of Duties:

The Graduate Assistant for Leadership Programs coordinates the planning, development, and execution of co-curricular programs within the Leadership Institute. The Graduate Assistant works collaboratively with Leadership Institute staff and performs a variety of professional consultation and assessment efforts for educational programming, including staff recruitment, staff development, logistical planning and curriculum development with university-wide leadership competencies and learning outcomes. The Student Leadership Programs Graduate Assistant exercises technical and functional supervision of student staff of the student staff of various leadership programs including: Leadership Safari, Purpose, the Spark Leadership Experience, Connections Leadership Conference, Ignite Leadership Series, the LeaderShape Institute, Student Leadership Network, Ignite Leadership, and custom programs for assorted student populations.

Minimum Qualifications:

- Earned Bachelor's degree
- Admission to Central Michigan University's College of Graduate Studies in the Master of Arts in Higher Education, Master of Science in Administration (Leadership Concentration), or another relevant program
- One year of leadership development or student programming experience
- Strong oral and written communication skills
- Demonstrated organizational skills, strong interpersonal skills and the ability to assume responsibility and take initiative
- Ability to analyze, synthesize and evaluate information
- Ability to formulate, assess and amend goals, objectives, and strategic plans
- Schedule flexibility as job requires some scheduled night and weekend obligations throughout the academic year outside of the Leadership Safari program including but not limited to: training, admissions events and staff enrichment activities
- Valid driver's license

Preferred Qualifications:

- Previous experience with student organizations, orientation, residence life, supervision, and/or peer advising/mentorship
- Leadership development and program planning
- Excellent verbal and written communication skills
- Logistical program execution and collaborative partnership skills
- Ability to work with diverse student populations and departments
- Thorough working knowledge of student development principles and practices

Specific Duties Performed:

- Manage paid and volunteer staff in accordance with policies and procedures including: interviewing, hiring, training, mentoring, planning, assigning and directing work; appraising performance, recognizing and holding paid employees and volunteer staff accountable; addressing complaints and resolving problems
- Design and implement programming within the contexts of the specific learning outcome and curriculum for all Leadership Institute co-curricular programs. Duties will be distributed among the Leadership Programs Graduate Assistants based upon skills, interests, and departmental need. All Graduate Assistants will be responsible for planning and implementing a component of our largest program, Leadership Safari. For other programs, the Graduate Assistant may lead a program alone, or in collaboration with other team members

- Develop, communicate and monitor policies, procedures, and standards for student programs; recommend and implement improvement when necessary
- Ensure that quality standards and compliance with regulations are maintained
- Support the Leadership Institute's efforts to support student organizations and campus partners in student leadership development
- Provide information, advice, feedback or assistance to others within student programs to refine program priorities or to resolve deficiencies.
- When and where available: participate as a member of Divisional, and Departmental teams or committees
- Provide support for other leadership initiatives, including the Cross-Campus Leadership Initiative and the Leader Advancement Scholarship