General Statement of Duties:
Under general direction, supervises and coordinates the programmatic activities and execution of the student leadership programs offered through the Central Michigan University Leadership Institute. Performs a variety of professional consultation and assessment efforts for the leadership programs, including staff development, logistical programming and programmatic alignment with university-wide leadership competencies and learning outcomes. The Student Leadership Programs GA exercises technical and functional supervision over the student staff of the various leadership programs; including the Spark Leadership Experience, Connections Leadership Conference, Catalyst, The Ignite Leadership Series, the LeaderShape Institute and customized trainings offered to registered student organizations.

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 disciplining paid employees and volunteer staff; addressing complaints and resolving problems
• Design and implement programming within the contexts of the specifics learning outcomes curriculum for major Leadership Institute student leadership programs including the Spark Leadership Experience, Connections Leadership Conference, Catalyst, The Ignite Leadership Series, the LeaderShape Institute
• Develop, communicate and monitor policies, procedures, and standards for student leadership programs; recommend and implement improvement when necessary
• Support the Leadership Institute’s efforts to support registered student organizations through customized workshops and trainings
• Provide information, advice, feedback or assistance to others within student programs to refine program priorities or to resolve deficiencies
• Ensure that quality standards and compliance with regulations are maintained
• Ensure that quality standards and compliance with regulations are maintained.
• Supervise and mentor student staff assistants and coordinators in addition to all student volunteer staff
• When and where available: participate as a member of Divisional, and Departmental teams or committees

Minimum Qualifications:
• Earned Bachelor’s degree
• Admission to Central Michigan University’s College of Graduate Studies.
• Earned Bachelor degree
• One year of leadership development experience
• Strong 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 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
• 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

Compensation:
• Tuition remission of up to twenty (20) hours of graduate study per academic year (fall, spring & summer terms).
• Annual stipend (last year’s stipend amount was $10,800) paid biweekly during the fall and spring academic terms.
• Optional on-campus housing, with no Residence Life duty obligations. Each GA has the option of a furnished private room and meal plan.
• Monthly professional development opportunities.

Additional Information:
For more information about the position please contact Dani Hiar (hiar1dm@cmich.edu), Associate Director of the Leadership Institute. For more information about the application process, compensation program or Graduate Assistant Learning Community please contact Jesi Ekonen (parke4jl@cmich.edu), Associate Director of the Leadership Institute.