

SAFARI AVAILABLE POSITIONS

Selection and Development Staff Assistant

The Leadership Safari Staff Assistant is an undergraduate student who works as an active member in the Sarah R. Opperman Leadership Institute, along with the Director, Assistant Director, two Graduate Assistants, and one other Staff Assistant, to coordinate the Fall Leadership Safari Conference. This position plays a crucial role in the planning, development and execution of the conference. **Staff Assistants must reside in Mt. Pleasant Michigan during the summer.**

The Leadership Safari Staff Assistant will hold individualized responsibilities, such as working to ensure an inclusive office culture, handling confidential information, and serving as a promoter of the Fall Leadership Safari conference and a resource to campus members. This position will also work collaboratively with others on various projects throughout the course of the year, including the planning and executing the Spring Leadership Safari Conference.

Projects and responsibilities specific to this Staff Assistant include:

- Directs some creative projects in conjunction with media graphics including, conference signage, printed materials, and others.
- Coordinates apparel purchasing and proposing design work.
- Assists with conference programming including, but not limited to, Pizza with the Professionals, Volunteer Project, Safari Send-Off, and Excursions.
- Assists Graduate Assistant in coordinating Safari Staff recruitment and selection, as well as conference registration.

The Office Staff Assistant is a full-year, paid position from September to September, working up to 20 hours per week during the academic year, and 40 hours per week during the summer. Staff Assistants will play an integral role in fostering an environment of inclusivity and support, while promoting the Cross-Campus Leadership Initiative learning goals, as well as the mission and vision of the Sarah R. Opperman Leadership Institute.

Training and Logistics Staff Assistant

The Leadership Safari Staff Assistant is an undergraduate student who works as an active member in the Sarah R. Opperman Leadership Institute, along with the Director, Assistant Director, two Graduate Assistants, and one other Staff Assistant, to coordinate the Fall Leadership Safari Conference. This position plays a crucial role in the planning, development and execution of the conference. **Staff Assistants must reside in Mt. Pleasant Michigan during the summer.**

The Leadership Safari Staff Assistant will hold individualized responsibilities, such as working to ensure an inclusive office culture, handling confidential information, and serving as a promoter of the Fall Leadership Safari conference and a resource to campus members. This position will also work collaboratively with others on various projects throughout the course of the year, including planning and executing the Spring Leadership Safari Conference.

Projects and responsibilities specific to this Staff Assistant include:

- Contracting and corresponding with speakers and entertainers who will perform at both Fall and Spring Safari Conferences.
- Reviewing riders for speakers and preparing all necessary materials for all performances.
- Coordinating logistics of conference sound, space, and set-up for mainstage performances.
- Assists with conference programming including, but not limited to, Campus Resource Fair, CMU Traditions, and Choice Sessions.
- Assists Graduate Assistant with Fall and Spring training preparation and execution.

The Office Staff Assistant is a full-year, paid position from September to September, working up to 20 hours per week during the academic year, and 40 hours per week during the summer. Staff Assistants will play an integral role in fostering an environment of inclusivity and support, while promoting the Cross-Campus Leadership Initiative learning goals, as well as the mission and vision of the Sarah R. Opperman Leadership Institute.

Core Staff

Leadership Safari Core Staff are undergraduate students who work as active members in the Sarah R. Opperman Leadership Institute, along with the Director, Assistant Director, two Graduate Assistants, and two Staff Assistants, to deliver the Fall Leadership Safari Conference. This position plays a crucial role in developing, advising, selecting, and training the Fall Leadership Safari conference staff. Members of Core Staff shall also perform a variety of logistical, organizational, outreach, and marketing tasks.

The commitment to this position is October-August, and each member of the Leadership Safari Core Staff will be paid up to \$250.00 in recognition of their work at the beginning of the spring semester of appointment. Core Staff are expected to serve one office hour per month in addition to their training and selection duties.

Core Staff will play an integral role in fostering an environment of inclusivity and support, while promoting the Cross-Campus Leadership Initiative learning goals, as well as the mission and vision of the Sarah R. Opperman Leadership Institute.

Ranger Staff

Leadership Safari Core Staff are undergraduate students who work as active members in the Sarah R. Opperman Leadership Institute, along with the Director, Assistant Director, two Graduate Assistants, two Staff Assistants and members of Core Staff, to deliver the Fall Leadership Safari Conference. This position plays a crucial role in selecting and training the Fall Leadership Safari conference staff. This is a volunteer position serving from November through August. Rangers will play an integral role in fostering an environment of inclusivity and support, while promoting the Cross-Campus Leadership Initiative learning goals, as well as the mission and vision of the Sarah R. Opperman Leadership Institute.

Fall Safari Guide

Leadership Safari Guides are undergraduate students who work as active members in the Sarah R. Opperman Leadership Institute, along with the Director, Assistant Director, two Graduate Assistants, two Staff Assistants and members of Core Staff, to deliver the Fall Leadership Safari Conference. This position plays a crucial role in fostering support and development for new CMU students. This is a volunteer position serving for two weeks in August with some staff training commitments February through April. Guides will play an integral role in fostering an environment of inclusivity and support, while promoting the Cross-Campus Leadership Initiative learning goals, as well as the mission and vision of the Sarah R. Opperman Leadership Institute.

C-Team

Leadership Safari C-Team members are undergraduate students who work as active members in the Sarah R. Opperman Leadership Institute, along with the Director, Assistant Director, two Graduate Assistants, two Staff Assistants and members of Core Staff, to deliver the Fall Leadership Safari Conference. This position plays a crucial role in supporting group dynamic through teambuilding facilitation and bonding initiatives. This is a volunteer position serving for two weeks in August with some staff training commitments February through April. Guides will play an integral role in fostering an environment of inclusivity and support, while promoting the Cross-Campus Leadership Initiative learning goals, as well as the mission and vision of the Sarah R. Opperman Leadership Institute.

Team Runner

Leadership Safari Runners are undergraduate students who work as active members in the Sarah R. Opperman Leadership Institute, along with the Director, Assistant Director, two Graduate Assistants, two Staff Assistants and members of Core Staff, to deliver the Fall Leadership Safari Conference. This position plays a crucial role in event-management and coordinating logistics. This is a volunteer position serving for two weeks in August with some staff training commitments February through April. Runners will play an integral role in fostering an environment of inclusivity and support, while promoting the Cross-Campus Leadership Initiative learning goals, as well as the mission and vision of the Sarah R. Opperman Leadership Institute.