

Student Development (STUDEVO)

Student Leadership Programs

Overview

Under the supervision of the director of Student Leadership Programs, the graduate assistant for student leadership programs will aid in the creation and execution of a comprehensive leadership program. This person is also responsible for maintaining the co-curricular transcript (CCT) process, the leadership programs website, and co-facilitating the Ulead emerging leaders program.

Responsibilities

The graduate assistant for Student Leadership Programs has responsibilities in the following areas:

Administration and Programming

- Maintain check in and out process for the Leadership Training Toolbox and Toolbox Express.
- Maintain CCT process.
- Process student requests for copies of their CCT.
- Co-facilitate and assess an emerging leaders program for students.
- Assist with the creation and execution of the Fall Leadership Conference.
- Assist with the creation and execution of the end of the year Leadership Celebration.
- Serve as co-advisor for the National Society for Leadership and Success.

Communication and Marketing

- Maintain the website for the University of Dayton's chapter of the National Society for Leadership and Success.
- Create concepts for promotional brochures and published materials for the CCT and leadership programs. Collaborate with the Director of Communications/Community Relations and UD Marketing Services throughout this process.
- Construct communications to demonstrate ways for students to understand how their leadership experience and transferable skills connect to possible and anticipated outcomes.
- Manage Social Media outlets to advertise events and connect the community to leadership programming.

Research and Assessment

- Complete research project in collaboration with the Student Leadership Development Team.
- Create program assessment tools and evaluation. Tabulate responses and summarize comments from participants in a report to be distributed to Student Development and collaborators (if applicable).
- Provide analysis and recommendations for program changes.
- Assist with the collection of data for the Division Annual Report and Strategic Plan.
- Perform other duties as assigned.

Committee Work

- Standing appointment to the Student Leadership Development Team and all subcommittees of the Team
- Standing appointment to the Leadership Consortium.

Additional Information

Education Background: Minimum—Bachelor's degree

Experience: Background in student development, customer service, public relations, and/or assessment preferred but not required. Experience in record keeping desired.

Personal Qualifications

- Supervisory ability
- Strong interpersonal skills with an emphasis on customer service and staff development
- Ability to organize and communicate multiple priorities and details for simultaneous events
- Show initiative in developing new systems/ideas to benefit conference service operations through better organization, increased customer service, improved staff development, etc.
- Commitment to diversity

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,715/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

Statement of Inclusive Excellence

The Division of Student Development recognizes the educational benefits of diversity for students, faculty and staff. We are committed to engaging in reflection, dialogue and experiences that both challenge and affirm multiple perspectives. Our Marianist charism calls us to value the dignity of every person and to advocate for social justice.

For more information, contact:

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