Job Description

Position Title: Graduate Assistant for Leadership and Civic Engagement Programs

Office: Office of Student Leadership and Civic Engagement

Reports to: Director of Student Leadership and Civic Engagement

Date: July 20, 2014

Primary Purpose: The Graduate Assistant for Leadership and Civic Engagement Programs will promote, coordinate, and build the large scale leadership development programs at NSU. The primary responsibility of the Graduate Assistant is to develop large scale programs focused on leadership and service to aid both positional and non-positional student leaders in these areas. Day-to-day responsibilities include ongoing coaching with assigned student organizations as well as event planning and conference development of specific initiatives outlined below.

Essential Job Functions:

- Oversee the development, promotion, organization, and implementation of the annual NSU Winter Leadership Conference and advise student conference committee
- Partner with Student Activities to oversee the development, promotion, and implementation of Registered Student Organization training
- Coordinate, develop criteria and oversee selection of awards as well as coordinate the logistics of the Leadership Awards Ceremony advise student awards committee
- Oversee the development, promotion, organization, and implementation of the fall and winter Volunteer Fairs
- Assess programs and events to ensure that program outcomes are being achieved and make continuous improvements
- Organizational Coaching: All SLCE GA’s will serve as part of the overall student organization consulting team with responsibilities including:
  - Meeting regularly with the leadership of assigned registered student organizations
  - Attending organizational meetings as appropriate
  - Assisting those students in developing clear mission and vision statements
Essential Job Functions (Continued):

- Aiding student leaders in identifying measurable and realistic goals
- Utilizing leadership competencies in aiding student organization and leadership development
- Meeting with and acting as liaison with organizational advisor
- Acting as a resource for other organizational efforts as needed

- Coordinate other departmental and divisional duties as assigned

Minimum Qualifications

- Bachelor’s degree from an accredited University.
- Prior experience in student leadership or student activities.
- Proven high academic performance and successful participation in campus co-curricular activities.
- Able to work independently and on a team
- Ability to orally communicate with others, with or without the use of an interpreter
- Enrolled in a graduate professional program at NSU. (With emphasis in College Student Affairs preferred).
- Valid driver’s license.
- Familiarity with Microsoft Office Suite; Email, Internet, and basic computer knowledge
- Ability to communicate effectively
- Must be able to work weekends and nights