Job Description

Position Title: Graduate Assistant for Leadership Development

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 Development will promote, coordinate, and build the leadership development programs at NSU. The primary responsibility of the Graduate Assistant is to improve the leadership capacity both positional and non-positional student leaders. Day-to-day responsibilities include ongoing coaching with assigned student organizations as well as marketing and recruitment of specific initiatives outlined below.

Essential Job Functions:

- Assist with the promotion, advertisement, recruitment and content delivery of the Emerging Leaders Experience
- Assist with the recruitment, training, and promotion of the Leadership on Demand peer leadership education program
- Oversee office Group Initiative equipment and utilize equipment for facilitation purposes
- Advise Omicron Delta Kappa Leadership Honorary by coordinating the annual induction process and assisting in program planning and group development.
- Oversee the Student Leader and Student Organization of the Month recognition programs
- Coordinate and facilitate a variety of workshops to enhance student and organizational leadership capacity.
- Oversee and develop the Leadership Library and Leadership Development online resources
- Assess programs and events to ensure that program outcomes are being achieved and make continuous improvements
Essential Job Functions (Continued):

- 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
  - Advising those student leaders in identifying measurable and realistic goals
  - Assisting with developing organizational standards for active membership
  - Developing group specific recruitment and retention strategies
  - 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