Job Description

Position Title: Graduate Assistant for Leadership Development & Razor’s Edge

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 & Razor’s Edge will provide direct support for the Razor’s Edge Leadership Scholarship program and leadership programs within the Office of Student Leadership & Civic Engagement. The primary responsibility of the Graduate Assistant is to improve the leadership capacity for those students enrolled in the Razor’s Edge Leadership Scholarship program and additional leadership efforts.

Essential Job Functions:

- Advise Razor’s Edge student committees in their operations within the program
- Develop leadership development programming for monthly Conclave meetings within Razor’s Edge and coordinate all logistics
- Coordinate logistics, planning, and programming for Razor’s Edge Fall Reception, Winter Symposium, and Awards
- Assist with the planning, logistics, and content delivery of Razor’s Edge pre-matriculation retreat
- Assist with the planning, implementation, and logistics of the monthly Conclaves
- Conduct presentations about the Razor’s Edge program as needed
- Act as teaching assisting for Razor’s Edge seminars as desired
- Meet 1:1 with all Razor’s Edge students as needed
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).
- Familiarity with Microsoft Office Suite; Email, Internet, and basic computer knowledge
- Ability to communicate effectively
- Must be able to work weekends and nights