



Position: Graduate Assistant for Leadership Development

Length of Contract: 2018-19 Academic Year

General Statement of Purpose and Duties:

The position will administer and support various co-curricular opportunities related to leadership development.

The Graduate Assistant's primary role is to assist with leadership development initiatives including the implementation of the three-tiered Leadership Certification Program series. Direct programmatic responsibilities include assistance with conferences, on-campus initiatives, workshops, campus events, service projects and other programmatic efforts in relation to leadership development for Bloomsburg University students. In addition, he or she will be assisting with developing marketing tools for the Center for Leadership & Engagement, utilizing student development theory, creating learning outcomes and assessment for various programs.

Reports to:

The Graduate Assistant for Leadership Development is under the supervision of the Director of the Center for Leadership & Engagement

Principal Duties and Responsibilities:

1. Assist in the coordination of all aspects (e.g., advertising, recruitment, event planning, assessments) of leadership initiatives.
2. Mentor, coach and train undergraduate student staff in the Center for Leadership & Engagement.
3. Assist with the facilitation of Level 1 workshops and Level 2 leadership tracks for the Leadership Certification Program (LCP)
4. Advise Level 3 Leadership Certification students as they strive to complete their Leadership Capstone Project experiences
5. Assist with the various initiatives of the Council of Clubs including the training of student organization officers and club advisors
6. Assist with the Committee on Student Organizations (COSO) in partnership with the Community Government Association (CGA)
7. Conduct presentations to academic classes, parents, alumni, and clubs regarding CLE leadership & engagement opportunities
8. Attend regular staff meetings, trainings, professional development sessions, office events & functions
9. **Assist with the pre-planning needs & attend the following annual CLE sponsored events as necessary:**
Fall Semester: Activities & Involvement Fair in August; Haunted Husky Hollow in October
Spring Semester: Husky Student Leadership Summit in February; Springfest in April
10. **Serve on at least one CLE Planning Committee:** Sample committees may include: Haunted Husky Hollow, Husky Student Leadership Summit, Springfest or Leadership & Service Recognition Luncheon
11. Assist in the event planning needs for various community engagement opportunities for students in the LCP to earn activity engagement and community service hours (*Sample events may include: Animal Shelter Care, Trick or Treat for UNICEF, Haunted Husky Hollow, Springfest, Family Style Thanksgiving Dinner, Project Elf, #HuskiesHelpingOthers and AGAPE.*)
12. Develop and apply learning outcomes & student development theory
13. Work collaboratively with various LCP (Leadership Certification Program) partners including: Board of Governor's (BOG) Program, Professional U, Communication Studies Department, Quest and ZIPD (Ziegler Institute for Professional Development)
14. Conduct open office hours in the Center for Leadership & Engagement and collaborate with other Graduate Assistants
15. Maintain positive working & collaborative relationships with all offices within Student Affairs & Academic Affairs
16. Assist with campus leadership events, retreats, & service projects (including those scheduled for weekends)
17. Perform other duties related to the Center for Leadership & Engagement

** Students seeking a graduate degree in Education, Business, College Student Affairs and/or Counseling Programs are strongly encouraged to apply.

To apply:

Please send a cover letter & resume to Mr. George Kinzel gkinzel@bloomu.edu

Applications will be accepted until position is filled.

Requirements:

A Graduate Assistant in the Center for Leadership & Engagement must possess a Bachelor's degree and be enrolled in a graduate degree program at Bloomsburg University. The Graduate Assistant must maintain good academic standing (at least a 3.0 cumulative GPA on a 4.0 scale), good social standing (university code of conduct) and be a full-time graduate student, with semesterly hours not exceeding 9 credit hours. The assistantship requires a 20 hour/week commitment that will require evening and weekend hours.

Qualifications:

The Graduate Assistant should:

1. Communicate effectively orally, in writing, one on one, small groups and large groups
2. Maintain a positive working attitude and value for teamwork
3. Demonstration of effective leadership, time management, organizational, group facilitation and critical thinking skills
4. Serve as a role model who exhibits strong characteristics of the Good Work Model (Excellence, Ethics, Engagement)
5. Proficiency with Microsoft Word, Excel and Powerpoint
6. Possess a valid Driver's License and feel comfortable driving a 7-passenger CGA mini-van



Remuneration

The Graduate Assistant will receive a bi-weekly stipend and a 6 credit tuition waiver per semester. The position is for the Fall 2018 and Spring 2019 semesters. The graduate assistant is expected to work 20 hours per week. Evening and weekend work will be required. (Includes involvement in Activities & Involvement Fair, Haunted Husky Hollow, Husky Student Leadership Summit, Springfest, Leadership Retreats, CLE Workshop presentations, etc...)

Bloomsburg University of Pennsylvania is committed to equal educational and employment opportunities for all persons without regard to race, religion, gender, age, national origin, sexual orientation, disability or veteran status.