Leadership and Involvement
Graduate Assistant Position Description

Location: Center for Student Involvement, Campus Center 304
Working Hours: Between 8:00 am – 5:00 pm, M-F, some evening and weekend hours possible

Position Description: The Graduate Assistant for Leadership and Involvement reports to the Coordinator for Student Involvement and Leadership Programs and facilitates student leadership, involvement, and engagement by coordinating Leadership To Go and assisting with other leadership and involvement programs, and supporting other CSI programs, activities, and functions.

Position Responsibilities:
- Coordinate Leadership To Go programs including creating presentations, scheduling workshops and presenters, managing registration and participation, marketing and advertising, and program evaluation
- Manage the Leadership Programs portal on OrgSync
- Serve as co-advisor to Leadership Advisory Board
- Participate in the recruitment and selection of students for the Emerging Leaders Program
- Publicize and market leadership and involvement events to students using social media; OrgSync, flyers, emails, word of mouth, etc.
- Assist in planning and implementation of Lead Day and Lead Weekend, Lead Lunch, and Leadership in the Wilderness
- Assist with involvement programs, such as student organization fairs, CSI Open House, Celebrate Your Involvement, and Join the Pack presentations
- Assist with OrgSync trainings and Student Organization President’s Meetings
- Be an integral member of the Center for Student Involvement by attending divisional and departmental staff meetings, following all University policies and procedures, and assisting with departmental programs and activities as well as other office functions as needed, including front desk duties
- Perform other duties as assigned and requested

Desired Skills and Qualifications:
- Demonstrate proficiency in Microsoft Word, EXCEL, and PowerPoint
- Demonstrate strong verbal communication and presentation skills
- Possess good problem solving, time management, and communication skills, as well as the ability to work with minimal supervision to complete responsibilities on time
- Provide excellent customer service
- Exhibit strong attention to detail
- Possess the ability to follow written and verbal instructions
- Demonstrate strong work ethic and a high level of integrity
- Desire to learn and contribute to Center for Student Involvement