

## **Position Description**

### **Leadership Graduate Assistant Position**

The Leadership Graduate Assistant Position is responsible for assisting with the UMass Amherst Residential leadership education initiatives. Specific focus areas include: designing and implementing training and recognition for leadership groups in residence life, assisting with advising student leadership groups (such as the Residential Leadership Association and the National Residence Hall Honorary), working with the residential leadership programs, and supporting the Student Leadership Development course. The graduate student will assist in the development of resources at the Residence Life Resource Center. This is a live-off position; however presence in the residence halls during working hours is essential. This is a 30-hour per week position and reports directly to the Leadership Education Specialist (LES).

### **Duties and Responsibilities**

#### **Student Group Development and Advising**

- May act as an Advisor to the Residential Leadership Association (RLA) and to the National Residence Hall Honorary (NRHH). Regularly attend their evening meetings and events.
- Attend advisory team meetings for RLA/NRHH.
- Coordinate the recruitment logistics and ongoing communication with student leaders.
- Attend all relevant officer and student retreats.
- Support/advise student leaders on an individual basis on projects and programs.
- Work with the Leadership Education Specialist to design and deliver appropriate trainings for different student leader groups.
- Assist with the recognition of student leaders.
- Assist in management of Student Leadership Development Course, Education 393A.
- Accompany student delegations to local, regional, and national conferences as needed.
- Maintain 30 scheduled work hours per week. A majority of these hours must be held during university business hours. This includes: regular posted office hours, meetings, event planning, event attendance, project work, and administrative responsibilities.

#### **Departmental Projects and Responsibilities**

- Serve on departmental committees related to leadership and recognition.
- Create and facilitate presentations on leadership opportunities to new students and new staff at appropriate orientations and trainings.
- Attend departmental training, meetings, and university events as needed.
- Collaborate with Residence Life staff when needed on leadership initiatives, communicate to them effectively on leadership developments, and maintain positive relationships.

#### **Administration**

- Maintain databases for all student leader groups and coordinate communication to them from the Leadership Education Specialist.
- Oversee administrative tasks relating to program implementation and

- equipment/supply orders for events.
- Responsible for management of ProCard in order to purchase program supplies.
- Work with Leadership Education Specialist to manage programming budget.
- Communicate regularly with the Leadership Education Specialist to provide project updates and to get feedback.
- Assist with the incorporation of technology into leadership programs.
- Perform other duties as assigned.

### **Diversity and Social Justice**

- Integrates social justice into development of programs, practices, policies, and processes.
- Educates staff and students in respecting and understanding cultural differences.
- Supports and meets the needs of traditionally underrepresented student(s) (such as Students of color, international students, and GLBT students).
- Assists staff and student leaders to create and implement diverse and inclusive programs and initiatives.

### **Qualifications**

**Minimum** -Must be enrolled as a full-time graduate student in a degree granting program at the University of Massachusetts Amherst. Strong interpersonal and communication skills, ability to work with a diverse population, and knowledge of Leadership Education. Demonstrated skills in program development and implementation, advising, and strong background in leading group work. Excellent organizational and administrative skills. An understanding of the purpose of Residence Life within the University mission. An awareness, sensitivity, and inclusion of issues of diversity. Computer software (Word & Excel) knowledge required. Occasional evening and weekend work required.

**Preferred** – One year working with student leaders. Experience with Leadership Development theory and implementation of programming. Experience working with Residence Life Staff and knowledge of university resources. One year advising undergraduate students. Strong skills facilitating workshops, planning programs/events, and oral/written communication. Publisher and web page development preferred.

### **Compensation**

**30 hour per week Graduate Assistant Position:** The graduate stipend for this position is \$23,542.50, and compensation includes standard graduate employee benefits including tuition waiver and partial health fee waiver. The contract dates are August 10, 2009 to May 24, 2010.

### **Application Process**

Further Information and application materials can be found on the Housing and Residence Life Website (<http://www.housing.umass.edu/employ>). Please direct any questions to [gradsearch@gw.housing.umass.edu](mailto:gradsearch@gw.housing.umass.edu)