



University of Missouri – St. Louis | Student Involvement

Title of Position:	Leadership Education Graduate Assistant
Contact:	Jessica Long-Pease Director of Millennium Student Center & Student Involvement longjessi@umsl.edu
Number of Positions available:	1
Contract Length:	One semester contract with option to renew
Average Number of Hours per Week:	20
Position Requirements:	May require work on weekends and evenings
Salary:	\$800 per month
Additional Benefits:	Commuter Meal Plan

Position Description:

- Collaborate with supervisor and OSI staff to create, plan, execute, and evaluate student leadership development programs including Emerging Leaders, Advanced Leaders, and Leadership on Demand
- Co-advise the National Society of Leadership Success, a campus honorary with more than 100 initiates annually
- Develop programming, curriculum, and logistics for intensive leadership development programs
- Oversee the development, implementation, and evaluation of the Emerging Leaders Mentors program
- Assist in the planning and implementation of the Leadership Discovery Summit and Women's Leadership Institute conferences
- Conduct benchmarking research on models and best practices for supporting commuter students and adult learners and develop leadership education programs geared toward engagement of these populations to increase overall involvement
- Participate in strategic planning of office initiatives and provide assistance in the implementation of assessment methods to measure achievements in meeting the defined learning outcomes at the departmental and divisional level
- Provide assistance with the growth of plans to market, promote, and publicize leadership programs including maintenance and updating of various social media tools, creating online content, and developing timelines/streams with relevant and current information
- Coordinate reports detailing event attendance, budget, and assessment outcomes to be given to the appropriate coordinator and the Director of OSI
- Understand and enforce University policies and procedures in relation to campus programming and student organization activities/events
- Attend Office of Student Involvement and Division of Student Affairs meetings, programs, and professional development opportunities as assigned by supervisor
- Work collaboratively with staff in the Office of Student Involvement and the Division of Student Affairs
- This list of duties, tasks, and responsibilities is not all-inclusive and other duties may be assigned

Required Qualifications:

1. Bachelor's degree
2. Candidates should have at least two years previous experience in student affairs, student activities, or leadership development.