



**University
of Dayton**

Center for Student Involvement Student Leadership Programs

Statement of Inclusive Excellence

The Division of Student Development recognizes the educational benefits of diversity for students, faculty and staff. We are committed to engaging in reflection, dialogue and experiences that both challenge and affirm multiple perspectives. Our Marianist charism calls us to value the dignity of every person and to advocate for social justice.

Overview

The Graduate Assistant (GA) for Student Leadership Programs is responsible for supporting the creation and execution of a comprehensive leadership program. This GA will support the co-curricular transcript (CCT) process, assist in supervision of the Student Leadership Ambassadors, and co-facilitate the UleaD emerging leaders program. The position is part-time (20 hours per week/10 months) and is supervised by the Assistant Director of Student Leadership Programs.

Responsibilities

- Programming
 - Co-facilitate and assess the Leadership in Service scholarship program.
 - Assist with the creation and execution of the Fall Leadership Conference.
 - Assist with the creation and execution of the end of the year Leadership Celebration.
- Advising
 - Serve as co-adviser for the National Society for Leadership and Success.
- Research and Assessment
 - Create program assessment tools and evaluations. Tabulate responses and summarize comments from participants in a report.
 - Provide analysis and recommendations for program changes.
 - Assist with the collection of data for the Division Annual Report and Strategic Plan.
- Teaching and Training
 - Serve as the co-faculty for the UleaD mini course.
 - Train student participants in the Collegiate Leadership Competition.
 - Assist in training CSI student staff.
- Co-Curricular Transcript
 - Maintain the content of the Involvement Generator.
 - Maintain CCT process.

- Process student requests for copies of their CCT.
- Other duties as assigned

Professional Development Opportunities

- Student Organization Advising
- Teaching and Supervision
- Student Leadership Development
- Project Management, Risk Management, & Assessment
- Opportunities to serve on various departmental and divisional committees

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$15,127/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

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Center for Student Involvement

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