

University of Dayton Graduate Assistant, Leadership Program Manager

Position Summary:

Join a team that specializes in bringing the nation's top thought leaders together to provide the most unique leadership programs in the Dayton region. The UDCL Graduate Assistant, Leadership Program Manager will serve as an integral part of a high performing team who works with our 40+ partner organizations to develop leaders who enhance the region and make an impact on the world. The UDCL Graduate Assistant, Leadership Program Manager will be primarily responsible for working with and managing leadership development programs for supervisor, professional, and custom programs. On occasion this individual may work with other programs the Center offers. The successful candidate will assist with direction from the Associate Director and Assistant Director(s) in creating and scheduling new programs based upon partner input and needs, and identifying facilitators and preparing them to present high-quality, action-oriented programs. By utilizing attention to detail, strong work ethic, commitment to high performance, and customer service excellence, you will have an opportunity to make a positive impact on people's lives every day. You will also be exposed to office and marketing practices of the UDCL in order to provide assistance in other areas as needed.

Duties include:

- Responsibility of overseeing leadership development programs for professional, supervisor and custom programs.
- Coordinating program logistics including: program facilitator pre-calls, program materials, travel, AV, classroom setup and post program evaluations.
- Provide on-site support, including program facilitator introductions, observing leadership programs and interacting with participants to gain consumer insights, program knowledge and ensure program and partner satisfaction.
- Assist in creating and scheduling new programs based upon partner input and needs, identifying facilitators and preparing them to present high-quality, action-oriented programs.
- Provide and deliver feedback to program facilitators and the UDCL team as appropriate.
- Create and nurture long term relationships with participants and partner organizations.
- Track expenditures, verify invoices and expenses associated with leadership development programs.
- Use evaluations and feedback to assess program design, content and learning outcomes.
- Assist with basic program operation and marketing tasks when needed.
- Assist in promoting programs in order to ensure programs have strong attendance.
- Represent UDCL at various internal and external events, some evenings required.

Minimum Qualifications:

- Bachelor's degree.
- Interest in leadership and/or training and development.
- Demonstrated ability to manage multiple priorities.
- Strong organizational, time management, and follow-up skills.
- Strong interpersonal communication skills, including ability to speak in front of a group.

- Experience with computer software.
- Valid driver's license, low risk driving record, and ability to be insured by the university.

Preferred Qualifications:

- Bachelor's degree in business, human resources, training and development, education, or communications.
- Previous experience managing training and development or leadership development programs.
- Experience working independently as well as collaborating in a team environment.
- Experience in customer service with both internal and external clients.
- Demonstrate superior written communication skills and a strong attention to detail.
- Previous success teaching or giving presentations
- Success in coaching and delivering feedback to others; having difficult conversations.
- Experience learning new technology, including databases, software applications, web-based applications, and Adobe Suites; experience with registration systems, such as Cvent, is a plus.
- Previous sales and/or marketing experience is a plus.
- Confidence working with leaders at all levels of an organization.