Leadership and Community Engagement
Graduate Assistant Job Description

The Center for Student Involvement fosters life-long learning and personal development of students by enriching co-curricular education and creating purposeful connections built and promoted through their experiences in student programming and professional experiences.

Program Area: Leadership and Community Engagement
Supervisor: Associate Director of Leadership and Community Engagement

Graduate Assistant Position Description

The Graduate Assistant’s primary responsibility is to assist in the overall administration of leadership and community engagement programs. The Graduate Assistant will oversee event logistics, marketing initiatives, and data collection practices for all programs, with a specific focus on advising the Leadership and Service Council in their activities. Under the supervision of the Associate Director of Leadership and Community Engagement, the GA will ensure the Leadership and Service Council delivers high-quality programs, utilizes best practices, and works cohesively as a group to achieve shared goals.

The Graduate Administrative Assistant is expected to be student-centered, administratively sound, task-oriented, relationship-oriented, have the ability to problem solve, must have the ability to work autonomously, as well as with a team and be proficient with computers. Strong customer service skills, robust computer skills, exceptional research skills and the ability to work successfully with a variety of constituents are also highly desired.

Consideration for employment is based on the review of a resume, interview and may vary based upon position and program area.

Graduate Assistant Responsibilities

- Assist in the day-to-operations of Leadership and Community Engagement programs within the Center for Student Involvement.
  - Responsibilities include, but are not limited to:
    - Event planning, execution, and assessment
    - Student staff supervision
    - Student training and development
    - Administrative duties, as needed
- Co-advise the Leadership and Service Council
  - Attend meetings
  - Provide input and guidance on program and marketing decisions
  - Offer training programs and support
  - Coordinate data collection, communication and social media presence for leadership and service programs
    - Serve as lead for data collection and social media efforts, including:
      - Collecting and analyzing demographic and evaluation data from program participants
      - Creating forms, polls, and reports based on data collected
      - Overseeing social media presence, in collaboration with Leadership and Service Council members
- Creating weekly e-mail blast and other regular communication with program participants and the UB community at large
- Represent Leadership and Community Engagement on committees and collaborative initiatives.
- Provide administrative support to the Center for Student Involvement as needed.
- Submit an end-of-the-year report to the Associate Director of Leadership and Community Engagement.
- Meet with the Associate Director of Leadership and Community Engagement and/or the Executive Director of Student Development weekly to discuss tasks and progress.
- Attend staff meetings, retreats, events, and organizational development opportunities for the Leadership and Community Engagement team and Leadership and Service Council.
- Work collaboratively with a variety of Enrollment Management and Student Affairs staff as needed.
- All other duties as assigned by the Associate Director of Leadership and Community Engagement.

**Qualifications**

**Required**
- Current University of Baltimore graduate student.
  - Enrolled in at least two graduate courses (6-credits).
  - In good academic and disciplinary standing.

**Preferred**
- Graduate Academic Programs:
  - M.B.A. – Leadership and Organizational Learning or Human Resource Management Specialization
  - M.S. – Global Leadership
  - M.S. – Nonprofit Management and Social Entrepreneurship
  - M.S. – Negotiations and Conflict Management
  - M.A. – Global Affairs and Human Security
  - M.S. – Human Services Administration
  - M.S. – Health Systems Management
  - M.S. – Applied Psychology
  - M.P.A. or D.P.A. – Public Administration
  - Professional Counseling Studies (post master’s)

**Assistantship Benefits**
- Stipend – $5,000 for 9-month appointment.
  - Immediate openings.
- Optional – contract work for up to 3 months.
- Tuition Waiver – minimum of six (6) credit hours paid for fall and spring semesters.
- Professional Development
  - 20 hours maximum per week, providing research and/or administrative support.
    - Professional experiences within desired field.
    - Enhance research skills and methodologies.
    - Leadership, interpersonal connectedness, and performance evaluations.
    - Increased professional network through University staff, faculty, student, and community collaborations.