

The Center for Multicultural Student Leadership and Engagement

Graduate Assistantship: Student Involvement and Leadership Development

The Center for Multicultural Student Leadership and Engagement leadership graduate assistants play an integral role in the creation of campus-wide leadership programs. The Student Involvement and Leadership Development graduate assistant is heavily involved with researching best practices and developing workshops and programs focused on student involvement and developing leadership skills. Additionally, the graduate assistant will interact with students, faculty, and staff from across campus.

Skill sets and competencies gained by graduate staff include: goal setting; small and large event marketing, production, and public relations; student mentoring; small and large group advising; peer team leadership; workshop creation, facilitation, and outcomes assessment.

Job Responsibilities: This graduate assistant is responsible for providing administrative and advisory support for IUP student leaders and recognized student organizations. Primary responsibilities will be discussed and established with the supervisor prior to the start of the assistantship as different times of year will provide different opportunities.

Expectations, duties, and assignments for this assistantship:

- Assist in planning and implementation of several IUP campus initiatives: Welcome Weekend (first year welcome program), IUP Day/Winter Warm Up (campus wide student involvement fairs), and the Late-Night Homecoming program.
 - Conduct assessment of campus initiatives
 - Create various publications to advertise and promote campus-wide initiatives
 - Specific to Welcome Weekend, the graduate assistant assists with leader recruitment, selection, training, meeting coordination, program development and/or implementation.
- Assist with the planning and implementation of an “all organization” meeting to review community expectations (fall and spring).
- Assist with community engagement programs Party Smart (fall) and Own It Week (spring).
- Serve as graduate advisor to the Student Government Association (SGA). This includes attending weekly General Assembly and Executive Board meetings, hold individual meetings, and assisting with annual retreats.
- Assist SGA and MCSLE with the development and execution of annual student leadership awards program.
- Develop and facilitate various leadership workshops, team challenges, and individual leadership exercises.
- Assist with Crimson Connect (student organization portal) training, education, support and website management to help maximize engagement with student organizations.
- Assist with planning and executing a spring leadership conference.
- Support office leadership development workshops: Emerging Leaders, Executive Leaders, and Leadership in a Multicultural Society (LMS).
- Meet formally on a weekly basis with the Assistant Director for Student Involvement and Leadership Development (supervisor).
- Represent the MCSLE at one or more university admissions events (as negotiated)
- Maintain regular office hours as negotiated (20 hours per week) including some evening and weekend commitments.
- Complete additional project work for MCSLE/Student Involvement and Leadership Development (as negotiated on a case-by-case basis).

Compensation: Full tuition waiver (in or out-of-state) and a stipend of \$5,500 per academic year.

Term of Appointment: One-year assignment, renewable for second year, beginning August 2020

Supervisor: Kevin Foster, Assistant Director for Student Involvement and Leadership Development

For additional information please contact:

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