

University of Rochester
Office of the Dean of Students
Rochester Center for Community Leadership
Involvement Graduate Assistant
****2020-2021****

This graduate assistantship is offered through the Rochester Center for Community Leadership (RCCL) which is part of the Office of the Dean of Students in the undergraduate College at the University of Rochester. RCCL fosters collaborative leadership among students, the University, and community partners to discover transformative solutions and create equitable social change. This position is focused on supporting student leadership development.

Essential Duties, Tasks and Responsibilities

Development of Leadership initiatives and programs

Class

- Rising Leader Class – Oversee the administrative processes of the class, the organization and supervision of the mentors and mentoring program. Option to be part of the instructional team

Leadership Program Development

- Assist with the development and implementation of Slingshot to Success Program
- Organize Portraits of Leadership posters showcasing student leader successes
- Administer and participate in continuous development of the Medallion Program (a leadership dev't opportunity)
- Collaborate with Student Activities Office in the development of fall and mid-year student training.

Leadership Recognition

- Member of Student Life Awards planning committee with the responsibility to share in the planning for the Student Life Awards including the nomination and application process
- Liaise with the Susan B. Anthony Women's Institute in the application and nomination process for the Women's Leadership Awards

Administrative and Assessment

- Develop and deliver assessment tools/surveys to measure success of various leadership related programs.
- Administer and coach students taking the self-inventory leadership assessment
- Other administrative tasks including but not limited to maintaining:
 1. Leadership library,
 2. Leadership program student data.
 3. Leadership pages on the RCCL website.

Other

- Willingness to present, facilitate and attend certain leadership programs.
- Co-supervise a summer programming assistant
- Weekly supervisory meetings and periodic departmental meetings.

The Graduate Assistant will report to the Associate Director for Leadership Programs.

Time Commitment

15 hours per week including some evening and weekend events. Start date 7/1 through end of academic year with possible reappointment.

Eligibility

Must be a full-time, matriculated graduate student. Strong leadership experience, in addition to strong organizational, creative, communication, teaching and facilitation skills. An understanding of leadership practices and theory helpful.

Remuneration

\$15/hour