

University of Rochester
Position Description
Graduate Assistant for Leadership Programs
Office of the Dean of Students

The Graduate Assistant for Leadership Programs is a para-professional staff member in the Office of the Dean of Students (ODOS). The primary charge of the Graduate Assistant is to coordinate a variety of campus-wide leadership development programs and services, with specific attention to the Medallion Program and other leadership training and educational programs for student organization leaders. The graduate assistant is directly involved in leadership training and development, student group advising, in addition to coordinating support, as needed, for services and programs of areas within ODOS. This position requires the flexibility, ability, and willingness to work nights and weekends in structured and unstructured settings with students, staff, and faculty.

The primary areas of responsibility for the Graduate Assistant are as follows:

1. Signature Leadership Programming (35%)

- Support the Associate Director of Student Organization Leadership in coordinating and implementing the signature undergraduate leadership programs including, but not limited to:
 - Leadership Speaker Series
 - Fall Fraternity/Sorority Officer's Retreat (August/September)
 - Fall Leadership Training (September)
 - Hazing Prevention Week (September)
 - Fraternity/Sorority Fall New Member Orientation (October)
 - Fraternity/Sorority New Member Educators Institute (January)
 - Winter Fraternity/Sorority Officer's Retreat (January)
 - Mid-Year Leadership Training (January)
 - Expectations for Excellence Strategic Planning Kickoff (January)
 - Spring Appreciation Dinner (January)
 - Fraternity/Sorority Spring New Member Orientation (February)
 - Recognition Opportunities for Student Leaders
- Provide ongoing evaluation of learning objectives and assessment for these signature programs.

2. Medallion Program (35%)

- Coordinate all leadership workshops offered through the Medallion Program.
- Serve as a liaison to workshop facilitators.
- Review and track students' progress through the Medallion Program curriculum.
- Promote and oversee student enrollment in the Medallion Program along with student and organization involvement in the Medallion Program.
- Support assessment of individual Medallion workshops and the program as a whole.
- Participate in the Medallion Program Advisory Committee.
- Present and facilitate Medallion program workshops, as necessary

3. Student Organization Leadership Development (20%):

- Design, initiate, and facilitate curriculum for leadership education and other training programs for students at all developmental levels consistent with the College educational mission and values, student developmental needs, and the Rochester Center for Community Leadership (RCCL) model of community leadership.
- Remain informed of leadership initiatives relevant to student organizations in the RCCL, Wilson Commons Student Activities (WCSA), and Fraternity and Sorority Affairs (FSA) to help fraternity and sorority members remain informed of leadership programs and resources.

- Foster cross-organization and inter-council communication and collaboration, connecting student organization leaders to College leadership development programs.
- Promote and coordinate student attendance at national, regional, and local leadership opportunities (i.e., Northeast Greek Leadership Association (NGLA) Undergraduate Interfraternity Institute (UIFI), LeaderShape, Association of College Unions International (ACUI), etc.)

4. Administrative Responsibilities (10%):

- Report directly to, and meet weekly with, the Associate Director of Student Organization leadership. Participate in WCSA and RCCL staff meetings and functions, as needed.
- Participate in quarterly meetings of the Leadership Working Group and support this group's initiatives between meetings.
- Attend Office of the Dean of Students First Friday staff meetings.
- Serve as an ODOS Representative in departmental and/or College committees, as needed.
- Attend various programs and meetings sponsored by WCSA, FSA, and the RCCL and their student organizations, as needed.
- Other duties of special interest to the graduate assistant or as assigned by the Director or Assistant Director of FSA.

Time Commitment

20 hours per week including some evening and weekend events. Term of position is July 1-June 30 with possible reappointment.

Qualifications

Minimum requirements for the position include, but are not limited to:

- Must be a full-time, matriculated graduate student in a Masters or Doctoral program at the University of Rochester.
- Strong leadership, campus programming, detail management, and student organization experience preferred.
- Ability and flexibility to work independently and in conjunction with the College community.
- Experience with a Greek-letter organization preferred, but not required.
- Interest in a two-year appointment preferred, but not required.

Remuneration

\$12.35/hour

To Apply

Questions can be directed to John DiSarro, Director of Fraternity and Sorority Affairs at (585) 275-3167 or via email at John.DiSarro@rochester.edu.