



BALL STATE UNIVERSITY

Office of Student Life

Graduate Assistant for Leadership Programs Responsibilities and Qualifications

Position Description:

The Graduate Assistant for Leadership Programs serve as program coordinator and advisor in support of the Office of Student Life (OSL) and its sponsored leadership initiatives. This position will assist in the development and execution of the Excellence Leadership Program, Student Organization Leader/Advisor Workshops, the Beneficence Leadership Conference and general OSL programs and services. This position reports to the Associate Director of Student Life and may be a one-year or two-year role. Annually there will be 1-2 positions available for incoming graduate students.

Position Responsibilities:

- Organize and develop all Excellence in Leadership (EIL) workshops curriculum and logistics including acting as a liaison with invited speakers, negotiating contracts and arranging all speaker accommodations
- Recruit, select, train, and supervise EIL Ambassadors
- Serve as an instructor for designated leadership courses by creating/grading assignments in Canvas and compile workshop/program evaluations
- Aid students in developing Social Change Projects that support local service agencies and the community
- Assist in coordinating an annual leadership studies study-abroad trip
- Coordinate special events, including the Excellence in Leadership Banquet and other leadership development opportunities
- Assist in executing a leadership curriculum for student organizations and student leaders
- Manage appropriate Benny Link pages including their events, rosters, and program attendance
- Develop content and manage multiple social media platforms
- Assist with OSL responsibilities as determined by annual goals. May include advising SGA, working with Summer Bridge Programs, supervise the Digital Communications Intern, or develop evaluation plans.
- Other duties as assigned

Minimum Qualifications:

- Involvement in a student or volunteer organization
- An inherent interest in mentoring, developing, and supervising students
- Strong ability to work as part of a team and autonomously
- Outstanding interpersonal skills and ability to build relationships
- Willingness to work evening and weekend hours
- Excellent task, priority, and time management skills
- Demonstrated experience within a student organization and event planning

Preferred Qualifications:

- Strong problem-solving and conflict management skills
- Demonstrated knowledge of leadership develop theories
- Experience coordinating and facilitating leadership activities, retreats, and programs



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Graduate Assistant for Leadership Programs Compensation and Benefits

Remunerations:

Graduate Assistants in the Office of Student Life will work approximately 20 hours per week. They are expected to fulfill all responsibilities on a weekly basis, so some weeks may require more hours to fulfill duties. In exchange, they will receive the following compensation and benefits package:

- Graduate Tuition Waiver (in or out-of-state tuition)
- Graduate Stipend (paid out bi-weekly during the academic year)
- 50% Discount on 2-Bedroom Apartment Rent in University Apartments (rent is inclusive of all utilities, cable, and internet). A value of \$3,550.00.
- Bookstore Discounts for books (10%) and other merchandise (20%)
- Eligible for professional development funds from Teacher's College and the Graduate College

Skills, Knowledge, and Competencies Developed Through Assistantship:

The graduate staff member will develop the following skills, knowledge, and competencies as a result of serving as the Graduate Assistant for Leadership Programs:

- **Conflict Mediation:** promoting reconciliation, settlement, or compromise between parties who are experiencing incompatible or opposing needs or wishes.
- **Group Dynamics:** interacting effectively within small groups of people who have unifying relationships to each other.
- **Instruction/Programming:** effectively imparting knowledge or information in educational contexts.
- **Advising:** giving recommendations to others to help them make a decision or plan a course of conduct.
- **Working Effectively with Diverse and/or Underrepresented Populations:** working effectively with diverse subgroups of students, faculty and staff.
- **Management:** skillfully directing or implementing organizational tasks and responsibilities.
- **Problem Solving:** Analyzing problems from several perspectives, identifying and evaluating alternative solutions, and implementing selected solution(s).
- **Self-Knowledge:** understanding your own capabilities, character, feelings, or motivation, and how these affect your professional effectiveness.
- **Supervision:** critically watching, overseeing, or directing activities or a course of action in an organizational context.
- **Utilizing Resources:** creatively employing or applying appropriate resources (physical, personal, educational, etc.).
- **Verbal Communication:** verbally communicating information, ideas, and contrasting points of view in an effective and professional manner (including nonverbal forms of expression).
- **Written Communication:** effectively communicating information, ideas, and contrasting points of view in written form.