Graduate Assistant Job Description

Department Name: Center for Leadership and Service

Department Website: http://leadershipandservice.utk.edu/

Department Mission Statement (Brief): The mission of The Center for Leadership & Service is to educate and engage all students to lead and serve the global community.

Job Requirements/Qualifications:

- Enrolled in graduate school at the University of Tennessee. *Preference is given to students pursuing a career in higher education/student affairs.*
- A commitment to the educational development of undergraduate students.
- Evidence of strong communication, collaboration and organizational skills.
- Demonstrated commitment to diversity and a desire to work in a team environment.
- A demonstrated commitment to community service, leadership development, service learning, assessment and student needs/programming.
- Ability to take initiative and work independently on assigned projects.
- Maintain a professional demeanor at all times, including appropriate attire, maintaining office hours, and professional conduct with staff and students.
- Strong background in student involvement, leadership development and/or service initiatives at the undergraduate level preferred.
- Demonstrate a commitment to the core values of the Center for Leadership & Service including civility, honesty, community, integrity, compassion, inclusion, diligence, justice, learning, service, respect, support and involvement.
- Demonstrate a commitment to the CLS mission which is to educate and engage all students to lead and serve the global community.

Responsibilities and Tasks:

- **Leadership & Service Ambassadors:**
  - LSAs are a group of leadership and service educators dedicated to serving the campus and community as a resource group to connect fellow students to leadership and service experiences. They present programs on a variety of topics related to leadership & service and also strive to serve community needs through education, service & reflection
  - The GTA will...
    - Co-advise the recruitment, selection, training and development of the LSAs, including coordinating and attending weekly meetings, events and service opportunities
    - Assist the LSAs in the development of leadership and service
College Student Personnel Program: Graduate Assistantship Information

Presentations/Workshops to be presented across campus and in the Knoxville community and attend programs and provide feedback as needed
  o Coordinate the scheduling and assignment of all LSA programs and service opportunities
  o Oversee all LSA resource development and online tools and databases
  o Oversee LSA marketing and public relations to the campus and community and initiate contacts to develop programs and service experiences
  o Coordinate all assessment associated with the LSA program
  o Oversee the recruitment, selection & training of the LSA Executive Board and meet weekly with the board members
  o Assist with cultivating and supporting community partnerships with service agencies
  o Advise all monthly and weekly student service experiences including communicating with service sites, recruiting participants and training leaders on facilitating participant learning and reflection

• **Leadership Series:**
  o Develop a bi-weekly leadership and service workshop series on a variety of topics including executive leader training, volunteer training, social justice training, etc.
  o Assist LSAs in program development and delivery and attend each workshop as it is presented
  o Coordinate logistics for all workshops, including room reservations, workshop development, catering, transportation and A/V equipment requests
  o Assist with marketing and advertising for the series
  o Coordinate all assessment associated with the Leadership series
  o Assist with the upkeep and tracking of the Leadership and Diversity Certificate, a cross-divisional collaborative effort which allows students to continue their leadership and diversity experiences while having a streamlined way to keep up with, report, and be recognized for their involvements.

• **Emerging Leaders:**
  o Emerging Leaders is a three credit-hour leadership course taught every fall for rising sophomores interested in studying leaders, leadership theories and the application of leadership in a variety of situations.
  o The GTA will...
    o Assist with the promotion, recruitment, and selection of class participants.
    o Research course materials including texts, articles, and supplemental materials.
    o Co-teach the Emerging Leaders Course, HEAM 200
    o Coordinate the Emerging Leaders Exchange Trip.
    o Oversee the Emerging Leaders service project

• **Leadership & Service Course Instruction:**
  o Assist with curriculum development and implementation for two Leadership & Service courses offered for first year students: “Introduction to Student Leadership” and “Social Justice & Servant Leadership”
  o Advise undergraduate student leadership & service mentors who serve as student teaching assistants for the above mentioned course offerings
• **LeaderShape (first year of assistantship):**
  - The LeaderShape® Institute is an intensive and energizing six-day program committed to producing extraordinary results in an organization while also helping college students to develop a commitment to lead with a high level of integrity. The program content of The LeaderShape Institute reflects key leadership issues of vision, partnerships, integrity, and results.
  - The GTA will...
  - Plan and organize logistics for the six-day LeaderShape Institute
  - Serve on the LeaderShape Advisory Board
  - Serve as one of two on-site coordinators during the program
  - Coordinate marketing of program, recruitment of student participants and management of cluster assignments, room assignments and special needs for the program
  - Coordinate the participant meet & greet, participant orientation & all Day 7 programming

• **Leadership Conference/MLK Day of Service:**
  - Clifton M. Jones Student Leadership Conference and MLK Day of Service engages UT’s student leaders in a day of leadership and service learning. The event is held each January and is open to all UT students interested in serving their communities while enhancing their personal leadership skills.
  - The GTA will...
  - Assist with all planning and development of the annual Clifton M. Jones Student Leadership Conference and MLK Day of Service
  - Assist with the call for programs, call for volunteers, student registration, service site communication and service site assignments
  - Assist with the design of the printed program
  - Coordinate/supervise all event logistics: facilities, scheduling, themes, dining, speakers, transportation, printed materials, marketing, etc.
  - Ensure proper budget management and evaluation
  - Co-advice event staff and volunteers
  - Assist with communication with community partners and UT faculty and staff

• **Additional opportunities:**
  - Assist with the Leadership Minor which will promote college student leadership education by preparing undergraduate students for and about leadership on campus and in our community, with a goal to prepare students to serve confidently, collaboratively and ethically in formal and informal leadership roles in campus, local, national, and global contexts.
  - Attend an Alternative Break experience. The AB trips provide an affordable option for students who are interested in giving back to the national community through meaningful and collaborative community service. Each trip is centered on a theme that addresses a specific social issue unique to the community being served.
  - Serve as an Ignite Facilitator. Ignite is a unique opportunity for freshmen to learn about opportunities for involvement and life outside the classroom while meeting other new students and developing their leadership skills.
o Coordinate reservations for rooms, facilities and vehicles for designated departmental programs.
o Coordinate catering, as needed, for departmental programs.
o Assist in developing and managing budgets for specific programs.
o Assist with office publications, social media and website development.
o Assist with program and student assessment and evaluation.
o Explore new programming initiatives in the areas of leadership & service.
o Work collaboratively with other campus entities to provide educational opportunities for students.
o Assist with all CLS programs, courses and student recruitment
o Present programs for student groups and community agencies as needed
o Assist with university, divisional and community events as a representative of CLS
o Represent CLS at Admissions, Orientation and recruitment events
o Assist with staffing and supervision of space and students in the Center for Student Involvement Resource Room
o Perform other duties as assigned.

Salary/Benefits:

- A stipend of $14,004 per year, tuition waiver (in or out of state), and student health insurance.
- Professional experience by working directly on many projects, co-teaching, and advising student groups.
- Opportunities for paid regional and national professional development.

Term:

- This is a 12 month at-will appointment.
- Summer term classes and internships will need to be discussed due to the nature of the assistantship.
- The Graduate Assistant Position is for 20 hours per week and will be required to keep regular office hours. In addition, this position requires flexibility due to night and weekend programs.