



Illinois Leadership® Center

Graduate Assistant Job Description

Illinois Leadership Center Overview

The Illinois Leadership Center (ILC) is a highly successful partnership between Academic Affairs and Student Affairs at the University of Illinois at Urbana-Champaign, a premier public research university located in east-central Illinois. The Center serves as a focal point for student-oriented leadership initiatives on campus, bridging learning and development opportunities between academic curricula and student affairs programs and services. It has an established record of student involvement in academic leadership courses, workshops and conferences, educational programs, and consulting services. The Center's vision is to be an internationally acclaimed provider of leadership education, research and practical opportunities for students.

Job Description

- Serve as a member of the Leadership Center staff, participating in departmental meetings (as needed), advancing the strategic plan of the Center, as well as assisting with department-wide projects.
- Assist an Assistant Director with the program management of the Leadership Workshop Series and Registered Student Organization Consulting services.
- Assist in the development and assessment of all content for leadership workshops.
- Facilitate leadership workshops on topics including but not limited to: empathy, conflict management, communication skills, strategic planning, teamwork, motivation, and CliftonStrengths® for Students.
- Oversee the Graf Intern and Leadership Paraprofessionals that are members of the Leadership Education Team. Including the direct supervision of the Graf Intern and secondary supervision of Leadership Paraprofessionals.
- Coordinate CliftonStrengths for Students workshops, which includes managing requests, communicating with constituents to schedule all workshops, and organizing the logistics of workshops.
- Serve as a small group facilitator for one Illinois Leadership Center i-Program per semester.
- Other duties as assigned.

Supervision: The graduate assistant will report to one of the Assistant Directors of the Illinois Leadership Center, and will serve as a member of the Illinois Leadership Center Staff.

Hours: 20 hours/week, evening and weekend hours will be required

Qualifications

- A Bachelor's degree is required
- Prior experience with program development, public speaking, and supervision of employees
- An ideal candidate would possess these skills and/or experiences:
 - Experience interacting with faculty and staff
 - Experience supervising student workers

- Experience in planning, implementing, and evaluating programs
- Excellent oral and written communication skills
- Excellent organization and project management skills
- Ability to independently manage complex tasks
- Ability to work with diverse student populations

Application Process: To be considered, please attach a current resume and cover letter highlighting your interest and qualifications for the position and email it to Lauren Winterbotham, Assistant Director at the Illinois Leadership Center (lgress2@illinois.edu). Deadline to apply is **Friday, March 2nd, 2018.**

To learn more about the Illinois Leadership Center, visit www.leadership.illinois.edu.