



Student Activities & Leadership  
Division of Student Affairs

11038 Bellflower Road  
Cleveland, Ohio 44106-7103

Phone 216.368.2679  
Fax 216.368.0839

[studentactivities@case.edu](mailto:studentactivities@case.edu)  
[students.case.edu/activities](http://students.case.edu/activities)

## Graduate Assistant: Leadership Programs

### **About the Office of Student Activities & Leadership**

The Office of Student Activities & Leadership (SA&L) engages with the undergraduate and graduate student populations to develop opportunities for leadership growth through student organizations and campus traditions. The office works closely with other departments within Student Affairs (including Residence Life; Greek Life; Multicultural Affairs, International Student Services, Athletics, etc.) on several projects throughout the year. Graduate assistants in SA&L will have the opportunity to strengthen their organizational and written communication skills, while enhancing their project management skills. We strive to provide opportunities for graduate assistants to discover and nurture areas of personal interest.

### **Position Overview**

The Graduate Assistant, under the supervision of the Associate Director for Leadership Programs, will assist in the implementation and evaluation of SpartansLEAD, a comprehensive leadership development program series that remains responsive to the current needs of the Case Western Reserve University undergraduate and graduate student populations. The Graduate Assistant will actively assist with the coordination of programs including, but not limited to the Emerging Leaders Program, the Fall Leadership Conference, the Second Year Institute, and the Student Leadership Awards Ceremony. Additionally, this individual will serve as co-adviser of the SA&L Ambassadors.

### **Contract Dates**

August 3, 2020 - May 14, 2021 (with the opportunity to add an additional year based on performance).

### **Qualifications**

- All applicants must be enrolled as a part-time/full-time degree-seeking graduate student.
- All applicants must have obtained a bachelor's degree prior to the Fall 2020 academic semester to qualify for this position.
- Applicants must be available to work the complete term of the contract dates. If the academic graduate program conflicts with contract dates, please notify the selection committee in writing.

### **Responsibilities**



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#### SA&L Ambassadors

- Assist in the oversight of the SA&L Ambassadors whose role is to promote the functions of our office through serving on committees for various SA&L signature programs, serving as a peer leadership consultant to student organizations, and recognizing and celebrating student leaders.

#### Emerging Leaders Program and Second Year Institute

- Work with the Associate Director in the development of the Emerging Leaders Program and Second Year Institute which includes program curriculum, upper class mentoring component and staff coach selection and training.

#### Fall Leadership Conference

- Assist in recruiting presenters and participants (both internal and external to CWRU)
- Coordinate logistics and scheduling for conference sessions and meals

#### Student Leadership Awards

- Coordinating the award selection process, including oversight of the faculty/staff selection committee and compilation process
- Organizing the awards reception, including: logistics, catering, and other elements to ensure a seamless celebration for the nominated students

### **Graduate Assistant Collective Projects**

#### Spartie Mascot Program

- Report to the Assistant Director for Campus Engagement
- Work collaboratively with the other SA&L graduate assistants to manage the mascot program, including but not limited to;
  - Recruit students to serve as Spartie (as needed).
  - Manage incoming mascot requests and ensure staffing at requested events.
  - Promote the mascot program to the CWRU campus community.

#### Spring Activities Fair

- Report to the Assistant Director for Campus Programs
- Work collaboratively with the other SA&L graduate assistants to manage the outreach and coordination of the Spring Activities Fair.
- Be available for day of needs and logistics.

Other duties as assigned.

### **Preferred Skills**



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- Knowledge of leading group projects, as well as, advising students.
- Knowledge of Microsoft Suites and social media management.
- Candidates should demonstrate the ability to think creatively and have a passion for student development

#### **Compensation and Benefits**

- \$14.50/hour (approximately \$12,180/10 month contract)
- On campus parking pass
- Not to exceed 20 hours per week which may include weekends and/or evening hours
- Library access through OHIOlink; access to Veale Athletic Center and the Wyatt
- Professional development opportunities (practicums, department events, workshops, etc.)