



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 Assistant 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, CliftonStrengths at CWRU, the Leadership Conference, the Second Year Institute, and the Student Leadership Awards Ceremony, Senior Week, and Legacy Week.. Additionally, this individual will serve as the co- advisor of the Springfest Committee.

Contract Dates

August 7, 2023 - May 9, 2024 (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 2023 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.



Student Activities & Leadership
Division of Student Affairs

11038 Bellflower Road
Cleveland, Ohio 44106-7103

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Responsibilities:

Emerging Leaders Program and Second Year Institute

- Work with the Assistant 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. An off-campus retreat in September is part of the ELP program and participation is required for this position.

CliftonStrengths at CWRU

- Assist with the administration and support of CliftonStrengths code distribution
- Serve as a facilitator for CliftonStrengths workshops and other related experiences

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

Springfest

Springfest is a premier event on campus with its own committee tasked with the planning and implementation of a day-long series of activities celebrating the conclusion of the academic year

- Assist in the recruitment and selection of the Springfest Co-Directors.
- Support the Co-Directors in the recruitment and oversight of the committee throughout the planning process.
- Collaborate with campus partners (facilities, security, dining services, etc) to ensure a successful event.
- Advise the committee in the use of a \$100,000+ budget.
- Attend co-director, executive, and general body meetings as schedule permits



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Graduate Assistant Collective Projects

Spring Activities Fair

- Report to the staff member leading SAF.
- 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.

Campus Traditions

- Assist with campus tradition events, such as Homecoming, Hudson Relays, and Senior Week

Other duties as assigned and/or based upon candidate interests..

Preferred Skills

- Knowledge of leading group projects, as well as advising students.
- Knowledge of Microsoft Suites and social media management.
- Event Planning
- Ability to manage time effectively and work on multiple projects simultaneously
- Candidates should demonstrate the ability to think creatively and have a passion for student development

Compensation and Benefits

- \$15/hour (approximately \$11,400/9 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.)