SUMMARY OF JOB FUNCTIONS
The Graduate Assistant for Leadership Programs reports to the Coordinator of Leadership Programs in the Office of Student Leadership and Involvement and supports the planning and implementation of leadership and community engagement programs for the University of Memphis. Specifically, the Graduate Assistant will plan and coordinate Tiger Leadership Institute, co-advice Tigers for St. Jude & the Frosh Fusion Student Leadership Team, and support the Emerging Leaders & Social Change Scholars programs.

The candidate must have a bachelor's degree from an accredited institution of higher learning and be enrolled in a master's degree program at the University of Memphis.

This position is expected to begin in August 2021 and works 20 hours per week, primarily Monday through Friday between the hours of 8:00 am – 4:30 pm. Some evening and weekend hours are required.

APPLYING
The successful candidate will be committed to advancing leadership development for students in Higher Education. To this end, this individual must work effectively, respectfully, and collaboratively with a diverse range of peers, colleagues, and campus partners. To apply, please submit a resume and cover letter detailing your interest in the position, future career goals, what you hope to gain from this Graduate Assistantship experience, and projects/responsibilities you feel the most equip to support to www.bit.ly/LeadershipAppMem.

While the position will remain open until it is filled, priority will be given to applicants who submit applications by May 21, 2021. Applicants will be provided updates on application status on or before June 1, 2021.

QUALIFICATIONS
• Must be a graduate student in good standing enrolled in a degree program at the University of Memphis and must be making satisfactory progress towards the degree.
• Proficiency in Microsoft Word, Publisher, Excel, Outlook.
• Excellent written and oral communication skills.
• Ability to work independently and collaboratively on projects.
DUTIES & ESSENTIAL JOB FUNCTIONS

1. **Student Leader Supervision & Program Coordination**: Coordinate the cohort-based leadership development program -- Tiger Leadership Institute. Recruit, select, and support the ongoing training and supervision of the Tiger Leadership Institute facilitators. This includes the development of recruitment initiatives, staff application and interview processes, workshops and training materials, etc.

2. **Student Organization Advising**: Co-advise Tigers for St. Jude; the student led organization supporting St. Jude Children’s Hospital and the Frosh Fusion Student Leadership Team

3. **Marketing & Communications**: Assist in the development and management of marketing initiatives, tools, and strategies. Specifically, manage social media communication tools for responsible programs.

4. Performs related or similar duties as required or assigned.

OTHER FUNCTIONS AND RESPONSIBILITIES

1. Participate in staff meetings, planning meetings, and retreats as noted.

2. Provide administrative support to the office including, but not limited to, greeting visitors, taking accurate messages, assisting with student workers, and reserving rooms.

3. Provide support to the Senior Coordinator for Community Engagement & Campus Parentships, Coordinator of Leadership Programs, and student assistants

NASPA PROFESSIONAL COMPETENCIES

As a result of the experiential nature of these positions, Graduate Assistants will become proficient in the following NASPA Professional Competencies:

- Advising and Supporting
- Assessment, Evaluation, and Research
- Ethical Professional Practice and Personal Foundations
- Leadership
- Student Learning and Development

COMPENSATION/BENEFITS

- This position is a nine-month appointment (August – May). Summer employment may be available depending upon budget availability.

- $10,000 stipend ($1,000 monthly) and a tuition scholarship (including nonresident tuition) for the fall and spring semesters of the 2020-21 academic year. Renewable for the 2021-22 academic year.