Graduate Assistant Job Description

ILC 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 Illinois Leadership Center staff, participating in departmental meetings, advancing the strategic plan of the Center, as well as assisting with department-wide projects
- Assist with the coordination of Illinois Leadership Center i-Programs including logistical planning and preparation
- Assist in the development and assessment of all content for Illinois Leadership Center i-Programs and workshops
- Coordinate the program management of the Workshop Wednesday Series and the Registered Student Organization (RSO) Consulting services
- Organize and facilitate workshops on topics including but not limited to: empathy, conflict management, communication skills, strategic planning, teamwork, and motivation
- Serve as a small group facilitator for one Illinois Leadership Center i-Program per semester
- Supervise undergraduate student employees

Supervision: The Graduate Assistant will report to an Assistant Director of the Illinois Leadership Center.

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 employees
  - 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
Illinois Leadership® Center

- Ability to work with diverse student populations

**Application Process:** To be considered, please attach a current resume/CV and cover letter highlighting your interest and qualifications for the position and email it to Clair Bryan, Assistant Director at the Illinois Leadership Center (cebryan2@illinois.edu). Applications will be considered until **March 15, 2019.**

To learn more about the Illinois Leadership Center, visit [www.leadership.illinois.edu](http://www.leadership.illinois.edu).