7.5 hours/week
Reports to the Director for Leadership Programs/Women’s Leadership Center
Mission: To enhance AU students’ personal growth, leadership skills, and community involvement to promote effective citizenship on campus and beyond.

GA will provide administrative leadership and support for the Gary Horowitz Leadership Development (GHLDP) program, which follows the Social Change Model of Leadership. Specific tasks include:

- Arrange schedule of events (workshops, speakers, seminars, etc.) that fulfill certificate requirements.
- Assist in recruiting presenters.
- Advertise the program each semester to recruit program participants.
- Conduct orientation meetings with new participants.
- Serve as primary contact with program participants, and provide appropriate feedback and coaching.
- Monitor and review progress toward certificate completion for each individual student enrolled in the program.
- Manage participant database.
- Assist students in developing their leadership capstone project related to service to the Alfred University community.
- Coordinate certificate recipient attendance and recognition at annual Student Leadership Dinner.
- Collaborate in the development and implementation of Leadership Week :True AU.
- Conduct presentations for faculty, staff and students as appropriate.
- Seek grant funding as appropriate to sustain and grow the program.

This GA position requires a person with exceptional organizational and time management skills, initiative and ability to self-manage their workload. Must be detail oriented. Experience with a leadership program, or as an orientation guide or resident assistant (or similar) is preferred. We may also have an undergraduate student working on the leadership certificate program; if so, that person will be supervised by the GA.

Benefits:
Develop extreme familiarity with the Social Change Model of Leadership.
Extensive exposure to program planning, execution and assessment.
Improved writing and public presentation skills.
Opportunity to supervise undergraduate staff members.
Full autonomy in managing data and scheduling events.
Weekly supervisory meetings will help ensure professional growth and involvement within the division of Student Affairs.

For more information, please contact:
Dr. Julia Overton-Healy, Director, Leadership Programs/Women’s Leadership Center
607-871-2971
leadership@alfred.edu

All Student Affairs graduate assistants are expected to coordinate expectations and schedules with academic faculty and employers (if applicable).