

Appalachian State University
Department of Student Engagement and Leadership
Leadership Development

Graduate Assistantship—Leadership Programming

The Office of Leadership Development in the Department of Student Engagement and Leadership at Appalachian State University is offering a graduate assistantship that will provide excellent opportunities to work with leadership program development, planning and implementation. The Office of Leadership Development encourages campus involvement and leadership development through a variety of programs and activities including workshops, conferences, semester-long series, coaching and mentoring. The Office plays an important role in helping student leaders create environments that enhance diversity, promote ethical and moral development, and provide opportunities for leadership development and experiential learning.

Responsibilities will include:

- Co-advise the Leadership Educators (peer educator group)
- Assist in the development, planning and implementation of the Appalachian Leadership Forum
- Advise the organization and promotion of the Leadership 101 workshop series focused on personal leadership development in coordination with Leadership Educators
- Co-coordinate the Fall and Spring Leadership Fairs
- Serve as the lead logistics coordinator for Emerging Leaders
 - Advise one session of the Emerging Leaders Program each semester (Fall and Spring)
 - Sessions are held weekly for 10 weeks and last two hours each week
 - Directly advise 2-3 student coordinators on the planning and facilitation of weekly sessions focused on leadership development topics such as values clarification, communication, well-being, community service, and diversity and social justice
 - Assist in the coordination of the recruitment of new participants and provide support in the training of EL coordinators
 - Assist the team with planning an overnight retreat and developing curriculum for the leadership sessions
- Potential to co-teach leadership courses that are part of the Leadership Studies Minor
- Assist with other special projects or programs as they arise throughout the year
- Assist with coordinating the Trailhead Academy Fall Programming

The ideal candidate:

- Has interest, knowledge, and skills to successfully advise a student-led organization
- Is a critical thinker who is able to identify, prioritize and manage projects and tasks
- Has a sense of humor

- Has strong facilitation and presentation skills; is able to articulate a clear vision to both small and large audiences
- Has the ability to work in a fast paced environment and is comfortable interacting with a diverse range of audiences including students, faculty, staff, alumni, and donors
- Possesses strong writing and interpersonal skills
- Is creative and constantly seeking new ideas and ways to enhance position

The anticipated start date is August 1, 2016 and requires 20 hours per week, including some nights and weekend retreats.

Compensation Total Package = \$13,804	
• Stipend:	\$9,000.00 per year (divided equally among the fall and spring semesters only)
• In-state tuition scholarship:	~\$4,300.00 per year divided equally among the fall and spring semesters- (final amount will be equal to approved in-state tuition)
• Parking:	\$204.00
• Professional Development:	\$300.00

Please feel free to contact Kim Mitchell, Associate Director, Leadership Development, Department of Student Engagement and Leadership at mtchllkl@appstate.edu or (828)262-6252 with any questions.