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 program management of the Leadership Certificate Program
• Assist in the development, organization, and facilitation of Leadership Certificate workshops
• Manage the enrollment, communication efforts, and tracking of completion for Leadership Certificate participants and coaches
• Oversee the Leadership Certificate Cohort Program through the advising of Cohort Leads, programming of Cohort events, and management of communication efforts
• Meet individually with Leadership Certificate participants to share information about the program, provide support, and deliver feedback on their personal development plans and completion documents
• 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, some evening and weekend hours may be required

Qualifications
• A Bachelor’s degree is required
• Prior experience with program development and management, public speaking, and the supervision or training of employees
• An ideal candidate would possess these skills and/or experiences:
  o Comfortable in an advising role and meeting one-on-one with students
  o Experience interacting with faculty and staff
  o Experience supervising student employees
  o Experience in planning, implementing, and evaluating programs
Illinois Leadership Center

- Excellent oral and written communication skills
- Excellent organization and project management skills
- Ability to independently manage complex tasks
- 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, 2021.

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