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 professional staff, participating in departmental meetings, advancing the strategic plan of the Center, and 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
- 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
- Supervise undergraduate student employees for the Leadership Certificate Program team
- Assist in the development and assessment of all content for Illinois Leadership Center workshops
- Organize and facilitate workshops on topics including but not limited to: Clifton Strengths, conflict management, self-management, global learning and leadership, servant leadership, empathy, and sustainable leadership
- Participate in meetings for both the Leadership Certificate Program and Education teams

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:
  - Comfortable in an advising role and meeting one-on-one with students
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
Ability to work with and serve the needs of diverse student populations

**Application Process:**
To be considered, please submit an application form: https://forms.illinois.edu/sec/566256361. Applications will be accepted until **March 21, 2022**.

Questions about this position or the application process should be directed to Clair Bryan, Assistant Director, cebryan2@illinois.edu.

To learn more about the Illinois Leadership Center, visit www.leadership.illinois.edu.