

The Illinois Leadership® Center
Specialist Positions

Position Summary: Specialists work in one of three primary teams to provide support for the ILC's programs and services.

Expectations: All Specialists are expected to attend mandatory orientations & trainings, serve as a positive representative for the ILC, and conduct themselves with professionalism. Ideal candidates will have the ability to work in a team environment, demonstrate interest & enthusiasm for leadership education, exhibit a strong work ethic, and possess the necessary skills for the success of their team.

Hours: Specialists work between 8-12 hours/week based on employee availability and team needs.

Outcomes:

- Enhance personal communication skills (oral & written)
- Develop an appreciation for diversity
- Demonstrate effective teamwork and collaboration skills
- Exercise responsible independence
- Develop leadership competencies
- Adapt to and utilize new technologies
- Increase career readiness

Qualifications:

- Must be currently enrolled as an undergraduate student at the University of Illinois at Urbana-Champaign
- Must be enrolled consecutively, full-time for the upcoming fall and spring semesters
- Must be able to work a minimum of 8 hours per week
- Must be available to work at Fall 2020 Quad Day

Leadership Certificate Program Specialist Duties

- Assist with coordination and management of all Leadership Certificate Program activities and events
- Facilitate educational workshops for Leadership Certificate Program participants
- Communicate regularly with participants about program dates and deadlines, opportunities, and requirements
- Meet individually with participants to provide progress updates and guidance for completing the program
- Other duties as assigned

Data Analytics Specialist Duties

- Enter and analyze qualitative and quantitative data using statistical software, such as SPSS, Excel, and Tableau

- Conduct analysis, summarize key findings and trends, and produce data reports, visualizations, and presentations on ILC workshops and programs
- Design and implement research projects on leadership initiatives including the Multi-Institutional Study on Leadership (MSL)
- Other duties as assigned

Communication & Marketing Specialist Duties

- Develop and implement ILC Marketing plan and initiatives
- Solicit and facilitate outreach initiatives to promote the ILC (e.g., to RSOs, classes, residence hall floors)
- Manage social media outlets
- Create and distribute the ILC newsletters and other email advertisements
- Other duties as assigned