

ON-SITE COORDINATOR POSITION

I ILLINOIS
Illinois Leadership® Center
Because the world needs better leaders.

Position Summary: The On-Site Coordinator (OSC) work closely with the Co-Lead Facilitators and Cluster Facilitators to manage all on-site logistics the week of The Institute.

The Institute™ Overview:

The Institute™ by LeaderShape® is a nationally-recognized six-day, five-night, leadership development program that is provided in partnership with LeaderShape and the Illinois Leadership Center. The 2022 session takes place during winter break from **Sunday, January 9, 2022 – Friday, January 14, 2022** at Allerton Park Retreat Center located in Monticello, IL. At The Institute, participants learn how to lead with integrity through a variety of engaging educational experiences. They will create a vision for change focused on their organizations and an action plan designed to assist them in effectively implementing their vision and goals. Typically, around 65 students participate in the program.



Application Process

Completed applications must be submitted by Monday, March 1, 2021.

Questions or concerns? Please contact Clair Bryan, Assistant Director of the Illinois Leadership Center at cebryan2@illinois.edu.

Duties & Responsibilities:

- Work closely with the Program Coordinator, Co-Lead Facilitators, and Cluster Facilitators to ensure a successful Institute
- Assist with the planning and facilitation of the orientation for selected participants
- Organize and manage all supplies - provided by LeaderShape and by the ILC
- Follow the On-Site Coordinator To-Do List in the faculty manual to ensure that all tasks are done on time and with high attention to detail
- Serve as a resource for Co-Lead and Cluster Facilitators on campus climate and culture and student perspective
- Set up the Learning Community on-site each day as requested by the Co-Lead Facilitators and/or Program Coordinator
- Develop and facilitate the Day 7 follow-up events held in February, March, and April
- Assist with the hiring process for the 2023 Institute program

Required Qualification:

The OSC is a sophomore, junior, or senior student who has previously attended The Institute by LeaderShape program.

Time Commitment:

The OSC position is a contracted, paid position. The OSC will be expected to work the following dates and times:

- » Institute Prep Work: 1 hour per week beginning mid-September; 2+ hours per week beginning in November
- » Participant Orientation: TBD
- » Institute Faculty Training: January 8
- » Institute by LeaderShape Program: January 9-14
 - » The On-Site Coordinator will be required to stay at Allerton overnight for the entire week.
- » Clean-Up and Inventory: TBD
- » Day 7 Events: Held in February, March, and April: TBD

