

The Illinois Leadership® Center Specialist Positions

Position Summary: Specialists work within one of three primary teams to provide support for the ILC's programs and services: Assessment and Research, Branding, Advertising, Marketing, and Outreach, and the Leadership Certificate Program.

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

- Facilitate outreach initiatives to promote the ILC, such as tabling and giving presentations
- Develop and implement creative marketing strategies to attract students
- Create and distribute the ILC newsletters and other email advertisements
- Write blog posts and solicit blog posts for the #IlliniLeader's Digest
- Other duties as assigned

Leadership Certificate Specialist Duties

- Assist with the 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

Learning Outcomes: The ILC provides our student employees with professional experiences to develop their leadership and career competencies. Below are our learning outcomes for our student employment program.

- 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

Expectations: Specialists report to an Assistant Director and are expected to attend mandatory orientations & trainings and serve as a positive representative for the ILC.

Hours: Specialists are expected to work 8-12 hours/week during the academic year. Hours will be determined at the beginning of each semester.

Qualifications:

- Must be currently enrolled as an undergraduate student at the University of Illinois at Urbana-Champaign
- Must be enrolled consecutively for the upcoming fall and spring semesters
- Must be able to work a minimum of 8 hours per week
- Must be available to work Fall 2022 Welcome Weekend activities including the Illini Union Late Nighter and Quad Day
- Excellent communication and organizational skills
- Ability to work successfully in a team environment
- Demonstrated enthusiasm for leadership education