



**Leadership & Community Engagement and Campus Partnerships
Graduate Assistant
Job Description**

Summary of Job Function

The Leadership Graduate works closely with the professional staff for Leadership Programs, as well as Community Engagement and Campus Partnerships initiatives. The GA is expected to assist with the planning and implementation of a range of related leadership functions during the academic year and work collaboratively with student leaders in a mentorship capacity. The GA serves as a representative of the program to students and other stakeholders, attending on- and off-campus meetings, marketing initiatives, advising current Emerging Leader and Rising Leader scholarship recipients within programming and database management, and staffing departmental and Student Affairs events as needed.

Student Learning/Educational Activities Performed by the Graduate Assistant

- Advising students
- Mentoring
- Planning programs

Duties and Responsibilities

- Work collaboratively with the Coordinator of Leadership and Senior Coordinator of Community Engagement and Campus Partnerships on various programs and services
- Oversees all aspects of Tiger Leadership Institute, including curriculum implementation, facilitator recruitment and training, program marketing, and assessment
- Supervise and advise the Emerging Leaders Residential Mentor, scheduling regular one-on-one meetings to help best serve the first-year cohort
- Develop programming, curriculum, and logistics for Leadership initiatives
- Organize and update databases for Emerging Leaders and Rising Leaders programs, ensuring that all students are on track to meet their requirements by the given deadlines
- Assist with the assessment and benchmarking of all leadership programs, including Leader to Leader, Tiger Leadership Institute, Omicron Delta Kappa, Emerging Leaders, Rising Leaders, and CLAW Conference
- Other duties as assigned

NASPA Professional Competencies

As a result of the experiential nature of these positions, Graduate Assistants will become proficient in the following NASPA Professional Competencies:

- Advising and Supporting
- Assessment, Evaluation, and Research
- Ethical Professional Practice and Personal Foundations
- Leadership
- Student Learning and Development

Compensation:

Full tuition waiver for Fall/Spring semesters, up to nine hours, and a \$1,000 monthly stipend.

For more information, please contact Rebekah Fahey, rfahey@memphis.edu