



Illinois Leadership® Center

## 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
- Supervise Graf Interns and Leadership Certificate specialists
- 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
- Support projects related to the Leadership Certificate Program
- Participate in meetings for the Education team and Leadership Certificate.

**Supervision:** The Graduate Assistant will report to an Assistant Director of the Illinois Leadership Center.

**Hours:** 20 hours/week, with some hours being in the evenings and on weekends

### 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



## Illinois Leadership<sup>®</sup> Center

- 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/1626615160>.

Applications will be accepted until **March 20, 2023**.

Questions about this position or the application process should be directed to Hannah Driscoll, Assistant Director, [hannahd@illinois.edu](mailto:hannahd@illinois.edu).

To learn more about the Illinois Leadership Center, visit [www.leadership.illinois.edu](http://www.leadership.illinois.edu).