



## RHODE ISLAND COLLEGE

### **GRADUATE ASSISTANTSHIP FOR STUDENT LEADERSHIP - 2022-2023**

#### **1 PART-TIME**

Department: Student Union  
Reports to: Director of the Student Union

#### **PRIMARY PURPOSE:**

The Graduate Assistant for Student Leadership, under the direction of the Director of the Student Union, will provide support for the student leadership programs provided by the Student Union, which falls within the Department of Student Life and Division of Student Success. The Graduate Assistant will assist in the planning, coordination, and implementation of student leadership programs and activities.

#### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

- Assist in the planning and implementation student leadership events for the year, such as the Emerging Leaders Program, Leadership Weekend and Student Leadership Awards, among other things.
- Facilitate Emerging Leaders non-credit class (Friday afternoons 2-4pm)
- Assist in the tracking and assessment of leadership programs
- Develop resources (social media/website and printed) for students interested in leadership
- Develop leadership experiences that increase branding and familiarity with student engagement opportunities
- Attend weekly 1:1 update meeting with supervisor
- Attend monthly professional staff meetings
- Develop, maintain and report assessment data pertaining to student development outcomes and satisfaction
- Fulfill other duties as assigned

#### **Qualifications:**

The graduate assistant must be admitted to a graduate degree program at Rhode Island. Experience with workshop facilitation, event planning, student involvement, leadership programs, social media, advertising, RI College campus involvement and assessment is preferred. Candidates must be well organized, have the ability to relate well with students and must communicate effectively, orally, and in writing. Knowledge of and proficiency with Microsoft Office 365 and social media is preferred.

#### **Benefits to Graduate Assistant:**

- Gain and apply knowledge in areas related to leadership, student development, including leadership development theories and associated activities.

- Gain and apply knowledge in program planning, event promotion, program development and assessment.
- Gain experience with workshop and retreat coordination.
- Develop and practice professional skills, including oral and written.
- Gain experience assisting with program revision and development efforts.
- Gain experience developing partnerships and expanding networks
- Develop research, data analysis and presentation skills.
- Professional mentorship.
- Network with professionals in higher education and local community service agencies.
- Develop a significant understanding of educational administration, student affairs in higher education and complex organizational behavior.

**Preferred Availability:**

- Start in August prior to semester start
- Maintain 10 hours per week office hours
- Some evening and weekend work required

**Application Procedures:**

Please review all Graduate Assistant related information, and submit application, found at:

<http://www.ric.edu/graduatestudies/Pages/Graduate-Assistant-Opportunities.aspx>.

In addition, send cover letter and resume to Kristen Salemi, Director of the Student Union, at [ksalemi@ric.edu](mailto:ksalemi@ric.edu).