**Graduate Assistant for Leadership Programs**

* Assist in coordination of leadership development programs (80%)
  + Assist in the development of an integrated leadership program
  + Assist in the coordination of other leadership initiatives, including the implementation of a leadership lecture series
  + Coordinate marketing and recruitment activities for leadership programs
  + Assess outcomes of the leadership programs
  + Develop a marketing plan to promote all leadership development resources and opportunities provided through Student Activities
* Assist in the coordination of Leadership Academy (10%)
  + Assist in the development of policy and procedures
  + Assist in the coordination of a campus-wide tracking system
* Personal and professional development, including: (10%)
  + Assist in budget development and presentation process for related programs
  + Develop and present workshops on related topics
  + Participate in professional development opportunities
  + Participate as active member of Student Activities and Memorial Union teams
  + Other duties as assigned

**Minimum Qualifications:** Graduate Assistant must be admitted to a graduate program at NDSU and maintain a minimum of 5 credit hours and a 3.0 grade point average for duration of appointment. Other qualifications: 1) bachelor’s degree; 2) strong oral, written, and communication skills; 3) a high degree of initiative and the ability to carry out tasks to completion in a multi-tasking environment; and 4) the ability to work with a diverse group of people.

**Preferred Qualifications:** Demonstrated experience in event planning, program promotion, marketing, and workshop presentation is desired.

**Terms of Employment:** Employment requires an average of twenty hours per week with appointment for early August 2016 through May 2017.

**Compensation:** $9,000 and an NDSU tuition waiver

**For more information about Graduate Assistantships visit the following website:**

<http://mu.ndsu.edu/employment/>

**Application Materials:** Cover letter, resume and names, addresses and phone numbers of three professional references.

**Submit application materials to:**

[Matthew.Skoy@ndsu.edu](mailto:Kim.Bruemmer@ndsu.edu)

Phone: 701.231.7799

Application review begins February 1, 2016