**Position: Graduate Assistant, Leadership Programs**

Graduate Assistants (GA’s) in the Student Activities Office serve as professional team members within a highly dynamic and collaborative environment. GA’s assist with the development and integration of community-building activities that contribute to student identity and leadership development, while promoting equitable and inclusive environments. In return, GA’s can expect to further develop their interpersonal communication, problem solving, and critical thinking skills through hands-on professional experience.

<table>
<thead>
<tr>
<th>Duty/Responsibility No:</th>
<th>1</th>
<th>Assist in coordination of leadership development programs</th>
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</thead>
<tbody>
<tr>
<td>Percent of Time:</td>
<td>95%</td>
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- Create and maintain a centralized clearinghouse of leadership education and development opportunities for the Student Activities Office
- Assist in the development and implementation of other leadership initiatives, including CSO Leadership Series, Lead with Purpose, Equity, Inclusion and Diversity Programming, and Leadership on the Go
- Assist in dissemination and marketing of leadership information through websites, publications, presentations, workshops and experiential activities
- Assist in the creation and assessment of annual leadership programing outcomes
- Assist in the facilitation of leadership programming

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<tr>
<th>Duty/Responsibility No:</th>
<th>2</th>
<th>Personal and professional development</th>
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<tbody>
<tr>
<td>Percent of Time:</td>
<td>5%</td>
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- Participate in professional development opportunities.
- Complete 20 office hours each week.
- Participate as an active member of the Student Activities team.
- Assist with all Student Activities Office programs and initiatives. Examples include but are not limited to Homecoming, Discover Days, Transfer Orientation Days, Summer Orientation, etc.
- Other duties as assigned.

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<tr>
<th>Duty/Responsibility No:</th>
<th>3</th>
<th>Statement of duty/responsibility</th>
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<tbody>
<tr>
<td>Percent of Time:</td>
<td>100%</td>
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Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

- Provide prompt, courteous and efficient excellent customer service to all visitors, students, faculty and staff.
- Establish and maintain strong, supportive and positive working relationships with co-workers and customers.
- Maintain a high level of morale within the department and present self as a positive role model.
- Maintain confidentiality with all visitors, students, faculty, and staff.

| SPECIFIC SKILLS OR EQUIPMENT REQUIRED | Minimum Qualifications: Graduate Assistant must be admitted to a graduate program at NDSU prior to June 1 and maintain a minimum of 6 credit hours and a 3.0 grade point average for duration of appointment. Other qualifications:
- bachelor’s degree;
- strong oral and written communication skills;
- a high degree of initiative and the ability to carry out tasks to completion in a multi-tasking environment;
- the ability to work with a diverse group of people.

Preferred Qualifications:
- Demonstrated experience in event planning and program development.
- Experience and passion in leadership programming and theories.
- Knowledge of leadership development, social justice, safety issues, and risk management pertaining to students and organizations.
- Ability to adapt to ever changing environment.

| Additional Information | Terms of Employment: Employment requires an average of twenty hours per week with appointment for August 9, 2021 through May 6, 2022.

Compensation: $12,000 and an NDSU tuition waiver

For more information about Graduate Assistantships visit the following website:
https://www.ndsu.edu/studentactivities/

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

Submit application materials to: Nancy.Mueller@ndsu.edu or call 701-231-6519

Application review begins March 26, 2021 |