



Student Leadership Development Graduate Assistant

Position Description

The Graduate Assistant is a paraprofessional staff member of the Office of the Vice President for Student Affairs. This role reports to the Associate Director, Divisional Initiatives and Student Advocacy.

Job Responsibilities

- A. Leadership Development
 - a. Advise the Student Government Vice President on leadership development for the First-Year Leadership Council.
 - b. Develop and present leadership skill activities to the First-Year Leadership Council in collaboration with the Student Government Vice President.
 - c. Advise, mentor, and meet regularly with first-year students to promote their leadership development.
- B. Advising
 - a. Student Government – undergraduate governing body that includes approximately 150 students who plan programs for the student body, collaborate with administrators to innovate the student experience, or develop and implement legislation (both internal to Student Government and external).
 - i. Serve as a student government advisor.
 - ii. Support student government elections biannually by creating and preparing ballots for both fall and spring.
 - iii. Support record keeping by working with Chief of Staff to ensure meeting minutes are appropriately kept and stored.
 - iv. Attend meetings as agreed upon with supervisor.
 - v. Support other aspects of student government as agreed upon.
- C. Ombudsperson
 - a. Serve as primary coordinator for the distribution of the Follet Book scholarship in fall and spring semesters.
 - i. Meet with students interested in the scholarship and identify need.
 - ii. Coordinate with financial aid to determine eligibility.
 - iii. Liaise with Campus Store staff to provide student information to deliver textbooks.
 - b. Periodically meet with currently enrolled students who have identified a low-level concern and support problem solving.
- D. Administrative
 - a. Work directly with Associate Director to plan New Staff Orientation on a biannual basis.
 - b. Attend Office of the Vice President for Student Affairs meetings.
 - c. Support initiatives and programs that occur out of the Office of the Vice President for Student Affairs as requested.
 - d. Complete other projects as agreed upon.

Compensation

- \$18,000 stipend to be dispersed, in parts, beginning in August throughout the term of appointment.
- Professional development sponsorship opportunities are available upon discussion with supervisor.
- This position does not include a tuition waiver.

Terms of Employment

- Must be a currently enrolled graduate student in a degree seeking program at the University of Miami.
 - Preference will be given to graduate students enrolled in counseling, higher education administration, or related fields.
- This appointment will be effective for 1 academic year (August through May) with start and end dates flexible based on the academic dates of that year.
 - If graduate student will be continuing program of study, there is possibility of renewal of contract based upon performance.
- 20 hours weekly on campus are required.
 - Work hours will be agreed upon and confirmed within the first week of a semester and will be consistent throughout the semester.
 - Work hours may involve time outside of regular business hours or on weekends. In instances where one off work hour changes occur, hours will be altered for that week.

Skills Required

- Strong English communication skills, written, verbal, and otherwise.
- Computer literacy, including usage of programs such as Microsoft suite, qualtrics, and file storage.
- Ability to practice professionalism and function autonomously.
- Desire to work with and support student learning and development.
- Ability to work evenings and/or weekends as agreed upon.
- Practice integrity in decision making.

Skills Preferred

- Experience with student leadership programs or personal experiences of student leadership.
- Knowledge about college student development of resiliency and grit.
- Knowledge about college student governance.
- Ability to problem solve and engage in complex decision making.
- Ability to work independently and to be self-motivated.

Interested candidates should complete the online application system which will be submitted to hstevens@miami.edu – Dr. Heather Stevens, Associate Director, Divisional Initiatives and Student Advocacy.