Leadership and Service-Learning Graduate Assistant

PROGRAM OVERVIEW
The Leadership and Service-Learning Center at East Carolina University, in partnership with local, regional, and international communities, seeks to foster an environment where individuals learn about themselves and their community, take action through service, and advocate for lasting social change.

THE UNIVERSITY
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of nearly 28,000 students, making it North Carolina’s third largest institution of higher learning. The main campus is adjacent to uptown Greenville, NC, a city of over 62,000 people. Greenville is the hub of the eastern North Carolina coastal plains and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, within easy driving distance of coastal resorts and the Outer Banks.

REQUIREMENTS FOR CANDIDACY
Applicants should possess a bachelor’s degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. Additionally, all applicants should be in good conduct and behavior standing with East Carolina University, as well as local, state, and federal laws. Qualified applicants should exhibit excellent oral and written communication skills, interpersonal and organization skills, possess some knowledge of poverty and social justice. Be comfortable working in a kitchen/community setting as needed. Possess knowledge of teamwork, exercise high-levels of independent judgment, and a high level of comfort with technology and social media such as: OrgSync, online reporting tools, and Microsoft Office.

SCOPE OF POSITION
This position, awarded to a registered graduate student in good standing with the University, will work within the Office of Leadership and Service-Learning to provide administrative and advisory support to signature leadership and service programs. The Graduate Assistantship is based upon a flexible weekly and weekend schedule of approximately 20 hours per week during the academic semesters. The Associate Director of Leadership and Service-Learning is the Graduate Assistant’s immediate supervisor.

As a result of this Graduate Assistant position, student will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

- **Advising and Helping:** Addresses the knowledge, skills and attitudes related to providing counseling and advising support, direction, feedback, critique, referral, and guidance to individuals and groups.
- **Personal Foundations:** Involves the knowledge, skills and attitudes needed to maintain emotional, physical, social, environmental, relational, spiritual, and intellectual wellness; be self-directed and self-reflective; maintain excellence and integrity in work; be comfortable with ambiguity; be aware of one’s own areas of strength and growth; have a passion for work; remain curious.
- **Leadership:** Addresses the knowledge, skills and attitudes required of a leader, whether it be a positional leader or a member of the staff; in both an individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.

RESPONSIBILITIES
1. Advise Leadership and Service-Learning Signature Programs. This includes but not limited to: marketing, programming, and leadership team development, leadership retreats, on-going education/leadership programs, special events, food procurement initiatives, fundraisers, and grant opportunities.
2. Supervision of Student Leadership Assistant (undergraduate student staff), signature program coordinators, and leadership teams. This includes but is not limited to assisting in the development of student leadership positions, selection, training, evaluation and retention of student coordinators and leaders.
3. Oversee marketing development and promotions for signature programs with support of LSL professional staff and LSL creative team.
4. Develop, plan, implement annual service and leadership events and on-going educational programs such as but not limited to:
   - a. Student Leadership Retreat (Fall)
   - b. Marketing and promotion events such as Open House and Service Fairs (Fall/Spring)
   - c. Alternative Break Experiences (Spring)
   - d. Career and Leadership Conference (Spring)
   - e. Student Leadership Ceremony (Spring)
5. Communicate Signature Programs updates and specific program needs with LSL professional staff as needed. This could include but is not limited to LSL assessment reports, grant reports, and Campus Kitchen Project reports.
7. Ensure collaborative working relationships with LSL partners, which includes all LSL Signature Program partners and audiences such as students, student coordinators, leadership team, community partners, Todd Dining Hall/ARAMARK staff, SIL professional staff, faculty, businesses, and other external partners.

8. Conduct feasibility research/needs assessment for current/new campus and community partners and specific program needs.
9. Assist in the development of current/new community and campus partnerships and LSL Signature Programs.
10. Ensure that the Signature Programs organization is operating in conformity with the standards set forth by East Carolina University and the Student Activities and Organizations Office.
11. Oversee and assist managing LSL Signature Programs budgets
12. Attend specific Leadership and Service-Learning, NCCC, Campus Kitchen conferences and workshops as needed.

**DATES OF EMPLOYMENT & COMPENSATION**
- Expected work dates are August 16, 2016 – December 17, 2016 and January 4, 2017 – May 7, 2017
- Stipend of $9,427.00 for 9 months

**APPLICATION PROCESS**
Apply for this position via the website [www.ecu.edu/SAgarp](http://www.ecu.edu/SAgarp). Along with the electronic application, prepare to upload a cover letter, updated resume, and list of three references including name, phone number, and email address. For additional information about this specific Graduate Assistantship, contact Dr. Dennis McCunney, Director in Leadership and Service-Learning this at (252) 328-2802 or mccunneyw@ecu.edu.