

**Duties and Responsibilities:**

The Graduate Assistant will participate in the dynamic development and implementation of exceptional services and programs associated with the Leadership Learning Community (*LLC*) - a residential, academic, and experiential community of 85 first and second-year students which provides students with integrated learning experience. The Leadership Learning Community is a mutually supportive environment that intentionally challenges members to further their character, integrity, personal and global awareness, and ability to inspire others.

**Brief Description:**

This Graduate Assistant experience will include direct responsibilities and active involvement in the development, delivery, and support of programs and services in the LLC. Under the supervision of a designated administrator, the LLC GA will provide instruction, programmatic, and administrative support to the students of the LLC and be an active staff member in Leadership and Organizational Development.

**General Duties and Responsibilities:**

- Instructing seminar courses and assisting with curriculum development and implementation, student advising, and assessing student development;
- Planning and implementing leadership development, social, and co-curricular activities;
- Marketing of LLC including print and electronic materials as well as social media;
- Assisting in program evaluation including instrument design, data collection, analysis, and reporting;
- Participating in residential-based and experiential (off-campus) programs;
- Supervising LLC undergraduate mentor(s); FYE and Floor Mentors
- Participating and representation in UConn Bound Day, Welcome Week, Campus Fair(s)
- Completing other duties, outside of LLC, as required including, but not limited to, office projects and department committees (i.e., student life awards, Cohen scholarship, Involvement fairs etc.).

**Position Requirements**

- Acceptance to an appropriate graduate program at the University of Connecticut
- Strong knowledge of, experience with, and/or demonstrated interest in student leadership, college student advisement, and the development and implementation of leadership development programs/workshops.
- Active commitment to identity reflection and the work of inclusion and belonging
- Exceptional communication and interpersonal skills; public speaking experience
- Commitment to excellence in the development of student-centered programs and services
- Knowledge and/or demonstrated interest in student development, leadership theory and education
- Organization, creativity, self-motivation, a sense of humor, initiative, multi-tasking skills, and a can-do attitude

## Graduate Assistantship – Leadership and Organizational Development 2025-2026

- Ability and willingness to work flexible hours including some evening and weekend commitments

### **Commitment**

- 20 hours per week; schedule will vary based on student's availability and programmatic needs.
- Weekend and evening hours are required in order to attend related events.
- Summer employment is available beginning July 2025 and is strongly encouraged; excellent candidates who also have summer availability will be given special consideration.
- This assistantship may be renewed for a second year pending a satisfactory performance after the first year.