

**Leadership Programs**  
*Graduate Administrative Assistant for Leadership Development*  
Job Description

**Office Description**

Leadership Programs promotes student involvement, out-of-class learning experiences and leadership skill development as an integral part of a university education. Leadership Programs provides programming and support to the areas of Leadership Development, Greek Life, and Student Organizations. Leadership Programs is a unit of the Division of Student Affairs.

**Duties and Job Responsibilities**

- Manage all aspects of the Emerging Leaders Mentorship Program including but not limited to recruiting, training, and advising 12-15 undergraduate student mentors.
- Conduct monthly one on one meetings with 12-15 Emerging Leaders Mentors.
- Plan conversation topics, talking points, and debriefing questions for mentors.
- Support the training of student organization leaders by planning and facilitating trainings.
- Understand the process of starting, registering, and managing a student organization as well as teaching others this information.
- Participate in weekly one on ones with Student Affairs Advisor II.
- Support all Leadership Programs experiences offered through leadership development, Greek Life, and student organizations.
- Attend retreats, mandatory trainings, and weekly staff meetings.
- Arrive on time and work full scheduled shifts.
- Follow directions and complete assignments.
- Other duties as assigned by the Student Affairs Advisor II and/or other professional staff from the office of Leadership Programs.

**Minimum Qualifications**

- Applicant must be enrolled full-time in a graduate program at Georgia State University.
- Experience with public speaking, facilitation, or presenting.
- Have a friendly customer service attitude and basic knowledge of office procedures including filing, typing, and phone skills.
- Experience planning and implementing programs for students.
- Have the ability to maintain regular attendance and be punctual.
- Experience working with others, preferably in customer service/office setting.

**Preferred Qualifications**

- Experience working with undergraduate students as a mentor, counselor, or support system
- Past management of the mentorship program.
- A background in education or counseling.
- The ability to work two years in the Leadership Programs Office.

**Terms of Employment**

- Graduate Assistant may work up to 20 hours per week. Employment starts as soon as possible. Summer work may apply.
- Office hours are Monday – Friday, 8:30 a.m. – 5:15 p.m.
- Must agree to attend all retreats, training experiences, and staff meetings.

**Appointment Level II, 20 hours per week; Compensation - \$3,600 stipend per semester, plus tuition waiver**

Applications can be submitted online at <https://orgsync.com/32900/forms/252118>. Questions regarding the position can be sent to Chris Leary, Student Affairs Advisor II, at [cleary@gsu.edu](mailto:cleary@gsu.edu) or via phone at 404-413-1582.