Graduate Assistant Position Description
Institute for Leadership Advancement – College of Business Administration

Contact: Kevin Smith, Director
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Web site: www.uakron.edu/cba/leadership

Position Description:

The Graduate Assistant for the Institute for Leadership Advancement reports to the Director of the Institute for Leadership Advancement and serves in a critical role to the success of mission and vision of the Institute.

For 20 hours per week, the Graduate Assistant will assist the Director in:

- Recruiting, organizing, and advising student leadership consultants, peer leadership team
- Development of leadership programs, events, and services
- Promotion of Institute, including one-on-one student consultation, speaking to classes, organizations, etc.
- Development and delivery of assessment/evaluation tools
- Development and execution of creative marketing strategies and advertising initiatives
- Attending weekly staff meetings and weekly leadership consultant meetings
- Other duties as assigned

Working-style preference:

- Student-centered and inclusive
- Enthusiasm for learning new things
- Positive and motivating of others
- Organizes large ideas into manageable themes
- Directing and delegating
- Strategic thinking
- Risk-taking