

Leadership and Service Center
Leadership and Involvement Team Graduate Assistant

The Leadership and Service Center (LSC) serves as a multi-faceted unit and is located in the Russell House University Union. The mission of this office is to equip students to positively impact their communities through involvement, leadership development, and civic engagement/service.

August 5, 2019 – April 29, 2020

General responsibilities:

- Serve as an instructor for the Close Family Emerging Leading Program.
- Assist in the planning of the Student Leadership and Diversity Conference.
- Supervise a group of student employees or peer leaders.
- Provide coaching appointments in accordance with office coaching model.
- Serve as support staff for the Leadership and Service Awards held annually.
- Implement student organization resources and program development.
- Will be provided the opportunity to complete a formal assessment.
- Other duties as assigned.

Requirements and Qualifications

Graduate Assistants should be enrolled in a graduate degree program at the University of South Carolina. As a member of the Leadership and Service Center team, graduate assistants must be able to work independently in assisting students to develop creative and successful programs and events. Preferred qualifications include:

- Ability to communicate effectively with students, faculty, administrators, and community partners
- Interest and ability to apply current trends, topics, and issues to relevant programs and initiatives
- Flexibility and the ability to manage multiple projects and activities
- Overall understanding and ability to work in an office setting
- Willingness to learn new skills and contribute innovative ideas
- A valid driver's license is required as some programs require driving state vehicles

Compensation:

The Leadership and Service Center assistantship averages 20 hours a week, and occasional night and weekend work is required. This position will receive a \$9,000 salary stipend for the first year and \$9,500 for the second year from the Department of Student Life. Opportunity for professional development funds up to \$1,000. The start date is August 5, 2019 and the end date is April 29, 2020 and we prefer a 2-year commitment to the position.

Skills Gained:

The Leadership and Service Center and the Department of Student Life are committed to providing an experience that enhances knowledge and competency of employees. The Graduate Assistant for Leadership and Involvement can expect to meet the following outcomes:

- Will gain supervision and advising skills through direct work with students.
- Will be able to establish rapport with students, groups, colleagues, and others that acknowledges differences in lived experiences.

- Will expand upon collaboration skills through partnerships with campus departments and organizations, community agencies and other institutions.
- Will gain skills in assessment and data collection while utilizing theoretical frameworks and organizational outcomes, goals, and values.
- Will have working knowledge around social justice and inclusion and utilize this knowledge in day to day work
- Will broaden event management skills through the creation of programs and initiatives for students such as the Student Leadership and Diversity conference

To learn more about the Leadership and Service Center, please visit our website at https://sc.edu/about/offices_and_divisions/leadership_and_service_center/index.php

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.