

Alfred University

Central Student Affairs Office

GARY HOROWITZ LEADERSHIP DEVELOPMENT PROGRAM GRADUATE ASSISTANT

7.5 hours/week

Reports to the Vice President for Student Affairs

Mission: Through academic and co-curricular offerings, enhance AU students' personal growth, leadership skills, and community involvement to promote effective citizenship on campus and beyond.

GA will provide administrative leadership (in conjunction with the VPSA) of the division's Leadership Development program, which follows the Social Change Model of Leadership. Specific tasks include:

- § Arrange annual schedule of programs that fulfill certificate requirements, including recruiting presenters.
- § Advertise the program each semester for the following semester's "cohort."
- § Review applications and respond to all interested students
- § Review progress toward certificate completion for each individual student enrolled in the program
- § Assist students in developing their final project related to service to the Alfred University community
- § Coordinate certificate recipient attendance and recognition at annual Student Leadership Dinner
- § Update the "Real Leaders @ AU" webpage
- § Conduct presentations for faculty, staff and students as appropriate
- § Seek grant funding as appropriate to sustain and grow the program

This GA position requires a person with a good deal of organizational skills, time management skills, initiative and ability to self-manage their workload. We may also have an undergraduate student working on the Gary Horowitz Leadership Development Program; if so, that person will be supervised by the GA.

Benefits:

The division of student affairs will support attendance at one professional conference per year for our Gary Horowitz Leadership Development Program GA, to be decided in consultation with the VPSA. Weekly supervisory meetings will help ensure full collaboration within the division of student affairs. A small meal plan will be provided for use in the dining halls once or twice a week in conjunction with the Gary Horowitz Leadership Development Program. The Leadership Program GA will become extremely familiar with the Social Change Model of Leadership.

For more information, please contact:

Kathy Woughter, VP Student Affairs

607871-2132

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All Student Affairs graduate assistants are expected to coordinate expectations and schedules with academic faculty and employers (if applicable).