THE LEAD CENTER

The LEAD (Leadership, Engagement, Advising and Development) Center, a department of the ASUC Student Union, is at the center of student life at UC Berkeley. This campus department is responsible for facilitating leadership development opportunities in addition to encouraging student involvement and engagement within the campus community. As a team of dedicated and committed student affairs professionals, the LEAD Center promotes a student-centered learning environment by advising and empowering students to pursue their co-curricular interests, to cultivate their leadership skills, and to develop holistically.

The LEAD Center provides services and resources focused on furthering students' leadership abilities as well as personal and professional development—hence positively impacting the holistic learning and development of all UC Berkeley students. More specifically, the LEAD Center provides advising and leadership development opportunities to student groups, including 1,000+ registered student organizations (RSOs), over 35 student publications, 60+ recognized fraternities and sororities, student government, SUPERB (the campus programming board), the recruitment and retention centers, various student cooperative communities, and campus-wide student leadership development and training initiatives and programs. These student groups and communities specifically include bridges Multicultural Resource Center and the Recruitment and Retention Centers (RRCs), Berkeley Student Cooperative (BSC), Associated Students of the University of California (ASUC), Graduate Assembly (GA), Cal Debate, and the CalGreeks community. As student affairs practitioners and educators, the LEAD Center team works with diverse communities of students, staff, faculty, and campus community stakeholders to enhance the educational environment within the UC Berkeley community.

LEAD CENTER GRADUATE ASSISTANT

The LEAD Center Graduate Assistant at UC Berkeley will provide a practical experience for graduate students enrolled in a student personnel, higher education, or student affairs program to expand both their campus activities and leadership programs experience as well as their professional connections while learning about student life at a large, public institution on the West Coast. The assistantship will be focused on student life, campus activities, and leadership programs in the LEAD Center.

JOB DUTIES/RESPONSIBILITIES

We will determine specific responsibilities, projects, and activities that support the LEAD Center’s priorities and needs based on the interests and experiences of the graduate assistants.

- Advise student groups (may include student organizations, fraternity and sorority chapters and/or CalGreeks affinity organizations, student government officers and/or committees, SUPERB, etc.).
- Supervise student employees associated with the various LEAD Center programs and centers.
- Develop/review/create curriculum for leadership programs and initiatives for various student communities.
- Assist with the implementation of leadership development programs and initiatives for various student communities.
- Assist with the planning, organizing, managing, and advising of various campus activities, including programming in the Student Union.
- Support the LEAD Center and/or student group programmatic efforts (including attendance at weekend and late night events).
- Research potential programs, events, and initiatives for future development & conduct benchmarking activities for current programs, events, and initiatives.
● Engage in assessment efforts related to a variety of LEAD Center events, programs, and initiatives.

● Specific projects will be assigned.

**The Ideal Candidate:**

● Bachelor’s degree

● Student involvement with leadership programs, campus activities, student organizations, fraternities & sororities, and/or student government

● Experience planning student events and activities

● Strong written and oral communication and organizational skills

● Passion for student involvement and student life

● Experience collaborating and planning with a team and with students

**Terms of employment:**

● One year appointment (36 weeks; 24 hours per week, approximately 900 hours) with the opportunity to extend it to the second year

● Specific date appointment: August 6, 2018 through May 17, 2019

● Must be available to work a minimum of three days a week during the academic calendar (8/15/18 to 12/14/18 and 1/15/19 to 5/17/19)

● Must be available to work some weekends and late nights

**Compensation:**

● approximately $22,000 over the course of the assistantship (monthly stipend amount varies)

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**UC BERKELEY**

The University of California, Berkeley, is one of world’s most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley’s culture of openness, freedom and acceptance – academic and artistic, political and cultural – make it a very special place for students, faculty and staff.

**BERKELEY**

Berkeley is a city with a small population and a big reputation. Known around the globe as a center for academic achievement, scientific exploration, free speech, and the arts, Berkeley is a vibrant city in Northern California with cultural and culinary stars, rich architectural heritage, great outdoor options, and friendly residents. Berkeley is also a short BART (Bay Area Rapid Transit) ride to Oakland and San Francisco.