LEAD Center Graduate Assistant
University of California, Berkeley

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 and is the campus department responsible for advising and supporting student involvement and engagement and facilitating student leadership development opportunities within the campus community. The LEAD Center promotes a student-centered learning environment by advising and empowering students to pursue their co-curricular initiatives, to cultivate their leadership skills, and to develop holistically.

The LEAD Center provides services and resources focused on supporting various student communities while furthering students’ leadership abilities and personal and professional development; hence positively impacting the holistic learning and development of all UC Berkeley students. 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. Furthermore, the LEAD Center provides advising and leadership development opportunities to student groups, including 1,000 registered student organizations (RSOs), over 35 student publication groups, 69 recognized fraternities and sororities, student government, SUPERB; the campus programming board, and an array of campus-wide student leadership development and training initiatives and programs. These student groups and communities also include the Recruitment and Retention Centers, Associated Students of the University of California (ASUC), Graduate Assembly (GA), various student cooperatives, bridges Multicultural Resource Center, Cal Debate, and the Committee on Student Fees.

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 their campus activities and leadership programs experience and connections while learning about student life at a large, public institution on the West Coast. The assistantship will be focused on campus activities and leadership programs and approximately 30% of the assistantship will be focused on programs, events, activities, and initiatives with other areas of the LEAD Center.

JOB DUTIES/RESPONSIBILITIES
We will work with the graduate assistants to determine specific projects and activities that support the LEAD Center’s priorities as well as meets the interests 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, etc.).
- Develop/review curriculum for leadership programs and initiatives for various 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 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)
● Specific date appointment: August 14, 2017 – December 15, 2017 and January 8, 2018 - May 11, 2018
● Must be available to work a minimum of three days a week during the academic calendar
● Must be available to work some weekends and late nights

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

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.