GRADUATE ASSISTANT
LEADERSHIP STUDIES MINOR

The Leadership Studies Minor Graduate Assistant includes work in several related areas: one as an instructor for the Leadership Studies Minor (LSM), as a co-coordinator of the minor, and as liaison with Student Affairs. The Graduate Assistant reports to the Director of the Leadership Studies Minor.

JOB RESPONSIBILITIES

As instructor for the Leadership minor:

- Teach 1-3 courses/semester in the undergraduate Leadership Studies Minor
- Prepare syllabus for each course taught, following the guidelines provided by the facilitator of the program and curriculum as approved by the faculty of SOLES
- Provide students with appropriate evaluation activities and assign grades accordingly
- Attend all Leadership Minor instructor meetings held during the semester
- Review part-time, adjunct, and LSM faculty handbooks and abide by all of the policies
- Be available to students during office hours (3 hours per week)
- Turn in mid-term and final grades on or before the posted deadlines

Other responsibilities can include any combination of the following:

- As Leadership Studies Minor Student Affairs (SA) liaison: 1) Serve as department connection to Emerging Leaders course (meet and collaborate with SA Emerging Leaders coordinator; teach the course for undergraduate EL facilitators), 2) in collaboration with SA Staff continue to develop and then lead required DLS experience for undergraduates in internships and practical experiences (as appropriate), and 3) other duties as assigned by the Director of the Leadership Studies Minor
- As Co-coordinator of the Leadership Studies Minor: 1) advise students, 2) work on keeping website updated, 3) manage listserves for students in the minor, 4) coordinate Leadership Workshop Series, 5) coach and mentor students to present at academic conferences or participate in the ILA case study competition 6) coordinate the leadership studies Minor offerings of Practicum courses (387P) 7) assist the Director of the Leadership Studies Minor to develop the LSM instructors.

QUALIFICATIONS

- Completion LEAD 600, or equivalent, preferred.
- Experience teaching undergraduate students
- Basic knowledge of leadership theory, case-in-point teaching, and student development theories
• Must have an interest in developing the capacity to teach leadership to adult learners
• Preferred experience working in Student Affairs in some capacity
• Strong administrative and organizational skills, preferably within higher education.
• Strong communication and interpersonal skills, and professionalism.
• Ability to work with and assist graduate and undergraduate students, and faculty
• Initiative, time management and proven capability of following through, and ability to work independently.
• Flexible hours. There is evening and some weekend work responsibilities.
• Excellent writing and basic computer skills

DATES OF EMPLOYMENT

• 12 month appointment beginning August 10, 2015 (date is negotiable)
• 20 hours per week

COMPENSATION

• $20,000 salary
• 15 units of tuition scholarship
• Subsidized health insurance

JOB APPLICATION REQUIREMENTS

• Submit the following items in ONE document. Please title the document using your last name, first name and position (Example: Doe_Jane_DLSMinor)
  • letter of interest
  • resume
  • contact information for 3 professional or education references.

TO APPLY

Submit all documents to by Monday, February 9th to leadershipstudies@sandiego.edu.

Selected candidates will be interviewed before or during the Campus Visit for admitted students on February 26th. (Phone interviews will be available as needed).