



**Villanova University's  
Office of Student Involvement  
Leadership Programs Graduate Assistant  
Job Description**

*Applications will be accepted starting February 15th, 2020 and the position will be filled on a rolling basis*

**Division:** Student Life

**Department:** Office of Student Involvement

**Reports to:** Assistant Director for Leadership Programs

**Start Date:** Wednesday, August 5th, 2020

**Purpose:** The graduate assistant aids the Office of Student Involvement in the development of leadership and challenge-based programs in order to achieve the goals of the department and University.

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### **Areas of Responsibility**

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- Will serve as the Coordinator of all Villanova Challenge Course (VCC) related functions, including recruiting and training of facilitators, reservations, safety and risk management protocols, course maintenance, item inventory, user assessment and program advertising. The Graduate Assistant will ensure the VCC is meeting all inspection, operation and training standards, and this person will research Practitioner Certification Standards based on Qualified Course Professional (QCP) Guidelines.
- Oversee and lead all aspects of the Villanova Leadership Program (VLP). The VLP is designed to help Villanova students make deeper connections on campus through various leadership opportunities, workshops and lectures. The Graduate Assistant will assist in the planning and implementation of the VLP throughout the Academic year, 2020-2021.
- Assist with the Leadership Challenge Course (LCC) during the spring semester. The LCC is a unique educational program designed to sharpen the leadership skills of students from Villanova's 100+ Student Organizations and Clubs. Through stimulating activities and transformative reflections, the LCC will create situations that test the abilities of individuals - and groups.
- Act as positive support for Student Involvement Office events including the Involvement Fair, Family Weekend and Fall Fest Weekend.

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### **Job Qualifications**

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Bachelor's Degree, enrolled full-time in a Graduate Degree Program through the Graduate School and must possess excellent oral and written skills.

## **Expectations and Compensation**

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- Meet with the Assistant Director of Leadership Programs on a regular basis reporting on all areas of assigned responsibility.
- Attend weekly Student Involvement Round Up meetings.
- Participation in student affairs professional conferences and associations is encouraged and supported.
- Willingness to work flexible hours, especially weekend and night work.
- May be assigned special projects as needed.
- Full Tuition Remission (Stipend will be discussed with Director of Student Involvement).