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**Villanova University’s Office of Student Involvement**

**Leadership Programs Graduate Assistant Job Description**

***\*Applications will be accepted starting February 18, 2022, and close on April 1, 2022,***

 ***the position will be filled on a rolling basis.\****

**Department:** The Office of Student Involvement (OSI)

**Title:** Leadership Programs Graduate Assistant

**Reporting to:** Assistant Director of Student Involvement

**Hours/Week**: 20 hours/week (includes nights and weekends)

**Compensation**: $18,000+/year plus professional development funds

**Tuition Remission**: Up to 15 credits/academic year

**Term Date**: August 1st, 2022, to May 10th, 2023 (with review for summer and second year).

**About OSI**: The Office of Student Involvement strives to build meaningful communities through inclusive spaces and intentional learning. These connections and co-curricular experiences empower students to lead, reflect and grow. Through this enhancement of campus life, students will be prepared to articulate their values and cultivate positive social change.

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

**Areas of Responsibility**

* 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 weekly workshops, lectures, and community builders. The Graduate Assistant will oversee curriculum development, advertising, registration and data management, web-site content, and assessment.
* Serve as the Coordinator of all Villanova Challenge Course (VCC) related functions, including program advertising, recruiting, and training facilitators, group reservations, program development, risk management, course maintenance, course inventory, payroll oversight, and assessment. The Graduate Assistant will ensure the VCC is meeting all inspection, operation, and training standards according to Qualified Course Professional (QCP) Guidelines.
* Support and advise the NOVAdance committee of students raising awareness and monetary support for families fighting pediatric cancer. The Graduate Assistant will support students in committee bonding, event planning, budget oversight, and communication with key stakeholders. The Graduate Assistant will be asked to attend Tuesday evening meetings where possible and attend the main event mid-March.
* Support the planning and oversight of Special Olympics, Fall Festival, the largest student-run Special Olympics event in the world. Fall Fest is held on Villanova’s campus every November and features over 1,000 athletes and 6,000 volunteers. The Graduate Assistant will aid the Assistant Director in supervising the student leadership team.
* Support Student Involvement Office events including Welcome Week, the Involvement Fair, Family Weekend, NOVAdance, Campus Activities Team (CAT) events, and Fall Fest Weekend.

**Job Qualifications**

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**

* 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).