

Student Assistant Job Description
The L.E.A.D. Project Team

Position Summary

The Campus Life LEAD (Leadership Education and Development) Project Team aims to equip their peers to enact positive and effective change in themselves and their communities. The LEAD Project Team works to ensure that student leaders are aware of themselves and their commit to their values, speak their minds confidently, and practice inclusive leadership.

Primary Tasks

- Serve as first point of contact for students and student groups that enter the Campus Life suite
- Develop and facilitate leadership development workshops, trainings, and community building exercises for individual students and student groups
- Provide consulting services to student organizations while harnessing capacity building and peer-to-peer accountability
- Implement campus-wide programs that provide engagement and involvement from the student body
- Coordinate the marketing efforts for LEAD Project and Campus Life initiatives, programs, and events
- Establish strategic partnerships with relevant student organizations and honoraries on campus to co-program
- Support Campus Life's training and development efforts
- Volunteer at relevant Campus Life events to promote the organization
- Complete other duties as assigned

Office Space Management

- Monitor and manage Campus Life suite space
- Manage SUPrint and Student Union student group supplies
- Manage student group mail and packages

Training and Supervision Received

All LEAD Project Team members are required to attend a comprehensive training at the beginning of the semester and all student staff monthly meetings thereafter. All new student employees must complete a series of training modules in the spring as a condition of their hire. The LEAD Project Team reports to the Coordinator of Programming and Marketing. All student assistants ultimately report to the Director of the Danforth University Center and work collaboratively with all members of Campus Life.

Hours and Payment

Campus Life LEAD Project Team will cover the Campus Life Student Information Desk during the hours of 10:00 a.m. – 5:00 p.m. Monday through Friday. Other hours may apply based on event scheduling and program coverage. Starting pay will be \$12.15/ hour.

Revised September 2021