

Position Description
Graduate Apprenticeship in Academy for Leadership Development
Leadership Development Initiatives

Division: Student Life
Department: Academy for Leadership Development (ALD)
Position Title: Graduate Apprentice for the Academy for Leadership Development
Responsible to: Assistant Director for Leadership Development

PURPOSE

Assist the Academy for Leadership Development (ALD) in providing curricular and co-curricular experiences that facilitate student discovery of their God-given talents and responsibility to lead others in a journey toward a more just and humane world. Apprentices will seek to support this work through exposure to, and participation in leadership, service, cultural humility, intellectual, social, and spiritual initiatives.

RESPONSIBILITIES

- Work 20 hours each week as planned with supervisor; intermittent evening and weekend work required
- Invest alongside Assistant Director for Leadership Development to plan, support, and implement various aspects of the Peer Leader Program, Emerging Leaders Retreat, and Leadershape to include: recruiting, training, and advising students, co-teaching the Peer Leader Class, and planning events
- Partner with ALD Graduate Apprentice team to plan, facilitate, and support departmental programs, to include: Martin House Mondays, Academy Speaker Series, Big XII Leadership and Service Days, Steppin' Out (Fall & Spring), Santa's Workshop, etc.
- Serve the department by mentoring undergraduate students and by co-creating and/or facilitating educationally purposeful training programs for student-led groups, student workers, and ALD interns (i.e., teambuilding, small group facilitation skills, program logistics, and safety procedures)
- Recruit, select, and train students for leadership and service programs within ALD
- Represent the department at institutional events (i.e., admissions events, orientation, etc.)
- Facilitate institutional programs including: Leave Your Mark, ALD Orientation Presentation, Public Deliberation Initiative (PDI), This Matters, etc.
- Participate in departmental research initiatives as requested
- Serve on Departmental, Student Life, and University Committees as desired/assigned
- Assist with preparation and execution of Christian Leadership Institute (CLI) summer program

- In the second year, oversee ALD Summer Internship experience
- Assist with Marketing for ALD
- Perform other duties as assigned

QUALIFICATIONS

Bachelor's degree

Acceptance into the HESA graduate program

Effective oral, written, and interpersonal communication skills

Ability to work independently and as a contributing member of a team

Flexible, motivated, and able to perform well under pressure

Ability to interact effectively with individuals regardless of race/ethnicity, gender, age, religion, ability, or socioeconomic status

Motivated to collaborate with campus partners to achieve programmatic goals