

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 22-23**



Position Title:	Graduate Coordinator for Student Life Education & Leadership
Type Of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Concordia University Saint Paul
Institution Description:	Concordia University, St. Paul empowers you to discover and engage your purpose for life, career and service in a dynamic, multicultural, urban environment where Christ is honored, all are welcome, and Lutheran convictions inform intellectual inquiry and academic pursuits
Supervisor:	Jake Wakem, Director of Student Life Education & Leadership
Department Description:	Concordia University's Student Life Department rests under the Dead of Student's office and the Associate Vice President of Student Life and Retention division. Rooted in intrapersonal development, interpersonal competence, global and civic engagement, and leadership exploration and development, Student Life is committed to providing a robust, inclusive, and empowered space for students to thrive as they prepare for their careers.

Appointment: <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> 12 Months Start Date: 7/08/2022	Compensation: <input checked="" type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input checked="" type="checkbox"/> Parking Provided <input checked="" type="checkbox"/> Professional Development Funds	Remuneration: Week Hours: 20 Hours a week Payment Frequency: Semester Stipend Additional Notes: Housing provided as an addition to stipend
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Position Description & Responsibilities
Job Guidelines and Details: Leadership <ul style="list-style-type: none"> • Serve on the Ignite Leadership Executive Team, attending monthly meetings and program events, both virtually and in-person • Create, implement, and facilitate monthly leadership workshops • Help coordinate, plan, and attend the Fall Leadership retreat • Engage students through efforts of strategic and intentional recruitment strategies • Attend and assist with the planning and implementation of local trips for the Living Learning Communities • Assist in university trainings for Residence Life, BLC, Student Life, Student Leadership Day Charlie Academy <ul style="list-style-type: none"> • Work with innovative, online education tool Charlie Academy as it is implemented throughout campus • Coordinate with faculty, staff, directors, associates, and university employees to promote, market, and implement Charlie Academy • Attend bi-weekly meetings with Charlie Academy national team, campus team, and student teams to discuss strategy, education and leadership trends, and initiatives • Host workshops, presentations, trainings, classroom chats, and Ignite competency sessions throughout the university Administration <ul style="list-style-type: none"> • Serve on university committees that could include: Peer Advisor development, university events, student life student employee supervision and development, etc • Develop and implement assessment efforts which track CSP-specific retention data • Develop and implement a tracking system for Charlie Academy course completions • Assess leadership program activities and workshops

- Partner with EPI (external partner) and Charlie Academy to brainstorm implementation strategies for leadership material at various collegiate campus; serve as a liaison to those entities
- Assume responsibilities within Blackboard integration, implementation, training and management
- Collaborate closely with the Learning Management System department on campus to integrate Charlie Academy

LLC

- Serve as a program liaison to the Jackson Business Leadership Community, the Science and Service Integrated Learning Community, and the Christian Thought and Leadership Community
- Collaborate with Residence Life to supervise the LLC Resident Assistant and Peer Advisor position
- Assist in content and curriculum creation for CSP Seminar LLC course
- Work in partnership with the RAs to provide leadership and community excursions to the LLC community
- Mentor and advise students in the LLC programs

Committee Opportunities (Employee can work with supervisor to select one additional focus area)

- Plan, coordinate, supervise, and manage CSP Intramurals with another graduate student and a hired undergraduate Eboard team of student employees
- Plan, coordinate, and assist in Peer Advising Training in partnership with CSP Seminar class
- Partner in the facilitation of the Jackson Student Leadership paid student focus group on campus. This entails meetings regarding CSP leadership direction, planning workshops, critiquing leadership opportunities, and creating content for future use

Other Duties

- Serve on the Student Life on-campus student crisis rotation (if qualified*)
- Attend and assist with Graduate Assistant Training
- Work with Residence Life to manage quarantine operations
- As Assigned

Qualifications

- Bachelor's degree
- Enrolled graduate student in the LSA program at the University of St. Thomas
- Experience working with students on a college campus in roles of a mentor, Resident Assistant, club leader, student employee, student senate, programming board, leadership program, honors, or student leader
- Ability to work with students from different backgrounds, races, ethnicities, classes, genders, sex, and orientation from oneself

Application process & requirements

- **Contact Name:** Jake Wakem
- **Address:** 1282 Concordia Avenue, Saint Paul MN 55104
- **Phone:** 651-641-8228
- **Email:** Wakem@csp.edu
- **Materials Needed:** Resume, Cover Letter, 3 professional references provided

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes no