



GRADUATE ASSISTANTSHIP OPPORTUNITY

with the OSLD for the

Leadership Development Programs

Position Description and Responsibilities

LEADERSHIP LEHIGH

Oversee aspects of the program such as event-planning, recruitment, and the planning and facilitation of workshops, retreats, and other trainings.

LEADERSHIP TRAINING DEVELOPMENT

Assist in developing new curricula for various trainings, coordinating speakers and other campus-wide leadership events, facilitating leadership programs, and marketing office programs.

LEADERSHIP RECOGNITION

Assist with ongoing leadership recognition programs and manage all award nomination, recognition, and distribution processes.

This position entails other aspects not listed here, including opportunities to create programming based upon personal interests and expertise.

Position Qualifications

- Possess a bachelor's degree, enrolled in a Lehigh graduate program for the 2012-2013 academic year, which does not exceed 9 credit hours per semester
- Have participated in co-curricular opportunities within the college environment
- Have a basic working knowledge of leadership development, college student development, and current college student issues and trends
- Work effectively with diverse student populations
- Exhibit a high level of creativity, ability to take initiative
- Ability to work independently, yet collaboratively
- Excellent oral and written communication skills
- Possess basic computer skills including MS Office
- Able to serve as a representative of the Office of Student Leadership Development (OSLD)

For more information or to apply:

Please send a cover letter and your resume to Leslie Ladick in the Office of Student Leadership Development. Interviews will be scheduled as resumes are received.

Applications are due February 27 2012.

Email to LJL2@lehigh.edu

Position Compensation

- Tuition remission totaling \$10,000.00
- A stipend totaling approximately \$10,000, paid on a bi-weekly basis
- An amazing experience in the Division of Student Affairs

OFFICE OF STUDENT LEADERSHIP DEVELOPMENT

Phone: (610) 758-6674

Email: leader@lehigh.edu

Ulrich Student Center, Room 415D

39 University Drive

Bethlehem, PA 18015



www.lehigh.edu/leadership