Overview:
Graduate assistants are valuable members of the Leadership Engagement & Development (L.E.A.D.) Team housed in the Rayburn Student Center. The Graduate Assistant for Leadership Engagement & Development (L.E.A.D.) is responsible for developing programs and serving as a resource to the entire student population. This individual will have the opportunity to serve on committees, attend personal and professional development activities, and assist with collateral assignments when requested. The graduate assistant will assist with forwarding the mission of the L.E.A.D. department, the Division of Campus Life and Student Development, and Texas A&M University-Commerce. This position is supervised by the Director of Leadership Engagement & Development (L.E.A.D.).

Responsibilities

- Assist in the development and implementation of a multi-year/multi-tier leadership program that encompasses emerging leaders through the senior year experience and beyond
- Develop, oversee, and maintain the Extraordinary Leadership Series, including the creation of programs, marketing, logistics, and overall execution
- Coordinate the social media marketing strategy of the development, which includes Facebook, Twitter, YouTube, Instagram and a Wordpress blog
- Continually update and maintain the department website and all of its features
- Proactively develop various leadership workshops for student organizations and campus faculty/staff
- Supports the mission, as well as all policies and procedures of the department and the university
- Promote leadership theory and development to create a civil, just and diverse community
- Actively assists in the development of and participates in scheduled staff leadership development sessions and/or retreats
- Meet regularly with the L.E.A.D. staff to discuss direction of the program, progress, and concerns
- Assisting in the development of goals and a strategic action plan for the campus community
- Collaborate with other Student Access and Success departments to develop innovative, educational programs

Expectations & Outcomes
In addition to the responsibilities outlined above, the Graduate Assistant will be expected to:

- Regularly communicate and attend meetings with L.E.A.D. staff
- Serve as a positive role model for students
- Abide by professional standards and ethics
- Develop credible, working relationships with a diverse set of stakeholders
- Apply current issues in higher education and student affairs
- Take initiative for implementing innovative ideas
- Actively participate in professional associations in higher education specific to individual interests
- Be flexible, open-minded, and maintain a positive attitude
- Set personal and professional goals with a specific action plan
- Be knowledgeable about current issues in higher education and student affairs
- Develop competencies in assessment and evaluation, budgeting, strategic planning, programming, advising students, conflict resolution, and developing policies

**Compensation:**
The Graduate Assistant for Leadership Engagement and Development (L.E.A.D.) is a 24 month, 20 hours per week position, which will involve some evening and weekend hours. Compensation includes a biweekly stipend and tuition reimbursement for up to 18 hours each year. An out-of-state tuition waiver can be obtained by applying through academic programs. Opportunities are also available for professional development, such as attending workshops and conferences. Requirements for this position include full-time enrollment in a graduate program at Texas A&M University-Commerce.

**Applications:**
Interested applicants should submit a cover letter, resume, and list of three references to:

Danielle Davis  
Texas A&M University-Commerce  
Leadership Engagement & Development (L.E.A.D.)  
Rayburn Student Center  
2600 S. Neal Street  
Commerce, TX 75429  
Office: 903-886-5816  
Fax: 903-886-5891  
Danielle.Davis@tamuc.edu

Applications can also be submitted via e-mail at Danielle.Davis@tamuc.edu. Questions may also be directed to this address.

Texas A&M University-Commerce is a member of the Texas A&M University System and provides a full range of undergraduate and graduate/professional programs. The University has over 11,000 students, and roughly 320 Greek Life members. Texas A&M University-Commerce is an equal opportunity, affirmative action employer.