

OFFICE OF LEADERSHIP DEVELOPMENT GRADUATE EXTERN JOB DESCRIPTION

The Office of Leadership Development seeks a dynamic graduate student to assist with the coordination of the Temple University Student Leadership Challenge, a leadership development program for all students. The Student Leadership Challenge curriculum includes skills workshops, academic courses, seminars, speaker series, service opportunities, leadership conferences, and a six-day leadership institute. Reporting directly to the Program Director for Leadership Development, this employee will serve as a vital team member to ensure the successful implementation and continual improvement and growth of the leadership development curriculum and program offerings.

RESPONSIBILITIES

- Serve as the on-site coordinator for The LeaderShape Institute
- Assist in logistical coordination and curriculum of leadership development programs, in particular the Emerging Leaders Seminar program and the one-day leadership conferences
- Establish and implement a marketing plan for student participant recruitment; aim to increase participants by 33% and build partners across campus to assist in marketing efforts
- Assist in establishing and serve as chief coordinator of all qualitative and quantitative assessments of the Student Leadership Challenge programs and leadership development opportunities throughout Temple University
- Assist in the creation of the Annual Report that communicates assessment findings and highlights the program outcomes to external constituents
- Create an Alumni database and track success stories of LeaderShape Institute graduates

ESSENTIAL SKILLS

- Ability to market and promote programs and services in a professional and enthusiastic manner
- Ability to pay attention to detail and follow-through all responsibilities in a timely manner
- Creative thinker and proactive in idea-creation and implementation
- Excellent verbal and written communication skills
- Excellent program planning and organizational skills

PREFERRED SKILLS

- Knowledge of leadership development and training programs
- Ability to evaluate and assess leadership programs through learning outcomes
- Enrolled in a graduate program in a related field and/or interest in leadership development or a career in higher education

TERMS

Department(s)/Unit(s) In Which Work Is Required:

Elizabeth Housholder, Program Director for Leadership Development

Period of the Contracted Position: July 1, 2009 through June 30, 2010

Hours: Approximately 20 hours a week with the graduate extern able to set own work hours schedule every semester; very infrequent evening and weekend required

Salary: \$20,000, paid in monthly installments