Student Activities Office
Graduate Assistantship for Leadership Development and Student Activities (One Year Position)

JOB DESCRIPTION

Student Organization Advisement
- Co-advise Social Committee (SocComm), WPI’s programming board. This includes supporting student committees in planning programs and coordinating contractual and logistical arrangements for performers;
- Supervise some evening and weekend activities planned by student organizations on and off campus;
- Serve as the Student Activities student organization advisor liaison;
- Create and implement programs and resources for student organization advisors;
- In coordination with all Student Activities staff, meet with clubs and organizations that request assistance;
- Assist clubs and organizations in planning and facilitating retreats as needed.

Student Activities and Leadership Development
- Plan and facilitate WPI’s Campus Organization Recognition of Excellence (CORE) Awards;
- Create and execute the annual week long Geek Week composed of various events that celebrate science and intelligence;
- Plan, publicize, and facilitate four annual leadership workshops;
- Plan, publicize, and facilitate four annual leadership luncheons;
- Oversee the preparation, facilitation, and implementation of the Leading Edge Series;
- Work closely with and train the student legacy leaders who assist in Leading Edge facilitation;
- Train and develop advanced leaders (Legacy Leaders) as facilitators for student workshops
- Annually review and maintain XCEL Points resource sheets for clubs and organizations;
- Serve on university committees as appointed;
- Maintain the leadership development section of the website (training provided);
- Optional involvement in student activities areas;
- Other duties as assigned.

Graduate Assistantship
The Graduate Assistantship will provide valuable experience for individuals interested in a career working in student activities administration or leadership development. The Graduate Assistant works 20 hours per week assisting WPI in developing a highly visible leadership development program, serves as a co-advisor to SocComm in partnership with the Assistant Director of Student Activities, and assists with supervision of student activities. The Graduate Assistant must enroll in courses leading to a master’s degree at an accredited college or university. The position is a ten-month non-benefit position beginning August 1, 2018 and ending on May 31, 2019. The stipend is $10,000, paid over ten months. Although this is a non-benefit position, three weeks time-off is provided with pay during the ten-month position.

Graduate Degree Programs
WPI’s graduate programs are in science and technology and the management of technology. Candidates that are interested in pursuing a master’s degree in an academic discipline which is not offered at WPI may want to consider graduate programs in either counseling, educational administration or public administration at one of the other colleges or universities in the Worcester Consortium. There are also additional colleges and universities with graduate programs not listed as a Worcester Consortium school that are approximately 30 minutes by car from WPI. Some of these colleges have master’s degree programs in student personnel administration.

To enrich education through diversity, WPI is an affirmative action, equal opportunity employer.