

MIT - Student Organizations Leadership and Engagement (SOLE)
2021-22 Graduate Assistant Job Description

Title: Graduate Assistant for Leadership Programs & Events

Reporting to: Associate Director for Student Activities and Coordinator for Leadership Programs

Hours Per Week: 20 hours per week in the SOLE office and/or on campus

Position Start and End Dates (*Tentative*):

Fall Start Date: *August 20, 2021*
Spring Start Date: *January 4, 2022*

Fall End Date: *December 11, 2021*
Spring End Date: *May 11, 2022*

Stipend/Salary/Compensation/Remuneration:

\$16.00/Hour (*Minimum \$4,000 per semester*)

Organizational Objective of Position:

The Student Organizations Leadership and Engagement (SOLE) Graduate Assistant (GA) is a para-professional position, and is expected to contribute to the development, supervision, and evaluation of campus programming, leadership development, and student organizations for both SOLE and the Division of Student Life. The SOLE GA will be required to take part in all divisional professional staff meetings and in-service training, and is expected to provide professional support to office initiatives and programs.

General Description of Position:

The primary responsibilities of the SOLE Graduate Assistant are:

Student Leadership Development

- Coordinate, implement, and evaluate SOLE Leadership Events, developed annually for a variety of subsets of the student population based on identified needs, including leadership development workshops, retreats, and conferences
- Utilize multiple assessment methods to collect and analyze data that will lead to growth and positive change for students who participate in SOLE Leadership Programs and Events and the greater campus community
- Serve on select student leadership-focused committees
- Aid with marketing materials and recruitment for various leadership programs, including: *FLP/FLYE*, *Community Catalyst Leadership Program*, *Leadershape*, and the *Personal Empowerment* professional development series
- Serve as the On-Site Coordinator for *Leadershape*, an overnight leadership experience for undergrads and graduate students

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- Co-advise the *First Year Leadership Program*, an overnight First Year Pre-Orientation Program

Office Responsibilities

- Graduate Assistants participate in weekly staff meetings in the SOLE Office (Tuesday mornings)
- Responsible for a comprehensive marketing and communication plan, and its implementation for print and digital resources
- Graduate Assistants assist and serve as event managers at signature programs and events sponsored by our office and/or student organizations
- Graduate Assistants assist with the development, evaluation, and enforcement of departmental policy, as well as the assessment of programs within their areas
- Additional opportunities for involvement in SOLE activities and responsibilities may also exist outside the normal scope of the graduate assistantship position
- Evening and weekend work will be required

Requirements:

- Completion of four-year undergraduate college degree
- Enrolment in a higher-education or student affairs related graduate program
- Ability to work during regular office hours (8:00AM-5:00PM)
- Ability to be on-site for programming and/or advising during evening and weekend hours
- Candidates are expected to comply with all required institutional and program policies
- Meticulous attention to detail
- Ability to make professional judgments regarding sensitive information

Preferred Qualifications:

- Experience in student leadership roles on a college/university campus
- Interest in, and working knowledge of, student leadership and development
- Experience developing student-life programs, and working with student organizations and leaders
- Experience with facilitation
- Ability to multitask in a fast-paced, innovative, and ever-changing environment
- Demonstrated commitment to, and appreciation for, issues of diversity and community - with an ability to intentionally apply cultural competencies and social justice education in daily work
- Genuine enthusiasm for working with student organizations, and for creating an engaged campus community
- An understanding, or interest in, marketing, and branding

Background on Massachusetts Institute of Technology:

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from MIT's "About" page (<http://web.mit.edu/aboutmit/>)

“The mission of the Massachusetts Institute of Technology is to advance knowledge and educate students in science, technology, and other areas of scholarship that will best serve the nation and the world in the 21st century. We are also driven to bring knowledge to bear on the world’s great challenges. The Institute is an independent, coeducational, privately endowed university, organized into five Schools (architecture and planning; engineering; humanities, arts, and social sciences; management; and science). It has some 1,000 faculty members, more than 11,000 undergraduate and graduate students, and more than 130,000 living alumni.

At its founding in 1861, MIT was an educational innovation, a community of hands-on problem solvers in love with fundamental science and eager to make the world a better place. Today, that spirit still guides how we educate students on campus and how we shape new digital learning technologies to make MIT teaching accessible to millions of learners around the world.

MIT’s spirit of interdisciplinary exploration has fueled many scientific breakthroughs and technological advances. A few examples: the first chemical synthesis of penicillin and vitamin A. The development of radar and creation of inertial guidance systems. The invention of magnetic core memory, which enabled the development of digital computers. Major contributions to the Human Genome Project. The discovery of quarks. The invention of the electronic spreadsheet and of encryption systems that enable e-commerce. The creation of GPS. Pioneering 3D printing. The concept of the expanding universe.

Current research and education areas include digital learning; nanotechnology; sustainable energy, the environment, climate adaptation, and global water and food security; Big Data, cybersecurity, robotics, and artificial intelligence; human health, including cancer, HIV, autism, Alzheimer’s, and dyslexia; biological engineering and CRISPR technology; poverty alleviation; advanced manufacturing; and innovation and entrepreneurship.

MIT’s impact also includes the work of our alumni. One way MIT graduates drive progress is by starting companies that deliver new ideas to the world. A recent study estimates that as of 2014, living MIT alumni have launched more than 30,000 active companies, creating 4.6 million jobs and generating roughly \$1.9 trillion in annual revenue. Taken together, this "MIT Nation" is equivalent to the 10th-largest economy in the world!”

Please send resumes and a brief interest statement to Jacklyn Liberman at jacklynl@mit.edu