University Centers
Leadership and Involvement Center - Leadership Graduate Assistant
Position Description 2015-2016

Leadership and Involvement Center Mission Statement:
Our mission is to provide events, programs and resources to students that will support qualities of volunteerism, leadership, and integrity. These efforts, in collaboration with UWL and the La Crosse community, will encourage both diversity of experience and empowerment within the student body and each individual.

Position Responsibilities
The graduate assistant in the Leadership and Involvement Center (LIC) advises the LIC staff of undergraduates as they program and coordinate campus events such as Involvement Fest, Eagle Roundtable, StrengthsQuest, Celebration of Leadership, Eagle Leadership Certificate Program, the LeaderShape Institute and Leadership speakers. Specific responsibilities include:

1. Coordinate annual leadership events such as Involvement Fest, Eagle Roundtable, StrengthsQuest, and Celebration of Leadership.

2. Assist in the coordination of the UW-L LeaderShape Institute over spring break 2016.

3. Serve as an advisor for the LeaderShape Student Organization to support Day 7 initiatives.


5. Organize campus-wide leadership speaker events.

6. Plan and lead effective staff development meetings for student staff.

7. Supervise and mentor student staff as they coordinate campus-wide events.

8. Complete program assessments as necessary.

9. Complete annual reports as required by University Centers.

10. Serve as engaged member of the University Centers staff:

   a. Assist in the implementation of University Center’s mission: "UC, as the center of campus life, facilitates learning and provides services and programs that foster an inclusive environment."
   b. Attend regular University Centers staff, sub-unit, and staff training meetings.
   c. Cooperate with other graduate assistants and full-time staff in University Centers and attend regular meetings with graduate staff and supervisors.
   d. Assist in the implementation of UC goals and learning outcomes.
   e. Maintain regular office hours (20 hours per week minus regular meetings).

11. Complete other administrative functions as needed.

“The University of Wisconsin-La Crosse is committed to providing equal educational and employment opportunities regardless of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital, and parental status.”