



## Leadership Assistant (LA)

### OCA Mission Statement:

The Office of Campus Activities (OCA) provides opportunities for meaningful co-curricular engagement that develop self-awareness, interpersonal skills, and citizenship, complementing academic, co-op, and professional experiences.

### Job Description/Overview:

A Leadership Assistant (LA) is an experienced Drexel student who serves as a para-professional member of the Campus Activities staff within the Division of Student Life, serving both the University City Main Campus (UCMC) and the Center City Hahnemann Campus (CCHC). Primary responsibilities include serving as a resource to the student body, acting as a liaison to recognized student organizations, and promoting student engagement and involvement at Drexel. Secondary duties include leading and managing specific projects or services provided by the office, such as: Special Events, Publications, Marketing, CEO LEAD, Alternative Spring Break, Welcome Back Week, Drexel Senior Experience, Homecoming, Student Organization Recognition, Star Awards, Space Allocation, and more. Furthermore, LA's assist OCA with the creation, implementation, and management of campus-wide programs and activities, provide logistical support for the office, and collaborate with campus partners on common initiatives. This position does require some night and weekend responsibilities and travel to/from the UCMC and CCHC campuses.

### Reports to:

Leadership Assistants working at UCMC will report to the Associate Director for Leadership and Community Development. Leadership Assistants working at CCHC will report to the Associate Director of Student Life Programs.

### Qualifications:

Candidate must be a full-time, active student in good academic standing during terms of employment. Candidate should possess well-developed interpersonal, communication, and organization skills; be able to work with diverse populations; have a basic knowledge of campus and a general understanding of the needs of student leaders and student organizations. Candidate must be mature, reliable, self-motivated, possess a willingness to learn, maintain a good sense of humor, and have the ability to work with minimum supervision at times. Desired candidates must commit 5-10 office hours per week and provide day and evening coverage of CEO LEAD workshops. Experience with Microsoft Office and familiarity with standard office procedures and equipment desirable, but not required. Preferable candidates will have previously earned CEO / CEO LEAD certification. Student judicial sanctions, financial account holds, and/or academic record holds may jeopardize the status of employment.

### Responsibilities & Essential Functions:

- Support initiatives from the Office of Campus Activities on both campuses that impact Student Life, such as: Family Weekend, New Student Orientation, Volunteer Day, Volunteer Fair, celebration/awareness months, etc.
- Assist with the CEO LEAD student leadership development program (i.e. scheduling, assisting presenters, database management, data entry, managing logistics, etc.)
- Support the planning, promotion, and execution of the Annual CEO LEAD Recognition Reception
- Assist with the planning and marketing of Leadership Weeks
- Promote and manage quarterly Star Awards recognition program
- Assist in the creation, editing, and marketing of the student organization newsletter and CCHC e-newsletter
- Support the planning, promotion, and execution of student organization receptions, symposiums, conferences, and retreats
- Help bring students and organizations together to discuss leadership issues and experiences
- Provide workshops and guidance to students and organization leaders on University guidelines, policies, and organizational development
- Serve as a liaison to student organization officers and leaders and act as the OCA intermediary to the student body
- Research leadership best practices, initiatives, and resources to add to our virtual leadership library
- Assist with maintaining and updating the OCA website and social media sites (i.e. Facebook, Twitter, etc.)
- Take photos at events and upload files to Flickr and social media sites
- Lead and manage specific OCA projects and services, such as: Special Events, Publications, Marketing, CEO LEAD, Alternative Spring Break, Welcome Back Week, Drexel Senior Experience, Homecoming, Student Organization Recognition, Star Awards, Space Allocation, etc.
- Handle student concerns and provide support for office staff as needed
- Represent and advocate for the entire student body on both Drexel campuses
- Attend Fall Training, weekly team meetings, in-service trainings, and keep weekly office hours
- Other duties as assigned

### Remuneration:

- Students with work-study funds for the current academic year are eligible to be compensated with work-study dollars and work between 5-20 hours per week
- Students without work-study funds for the current academic year are able to work in a non-paid position and gain valuable leadership experience with a dedicated team (great résumé builder!)