

**Position Title:** Center for Leadership Graduate Apprentice

**Department:** [Center for Leadership](http://www.elon.edu/e-web/students/leadership/)

**Key Responsibilities**

Facilitate leadership development opportunities/workshops/retreats/conferences for all students; plan, execute, and assess programming for leaders of Elon’s student organizations/clubs/campus programs; supervise Center for Leadership student interns; oversee Center for Leadership marketing initiatives; create and develop new leadership experiences.

**Career Options:** Primary: Leadership Center**,** Other: Student Organization/Club Development; Student Activities; Leadership Education and Administration in Residence Life or Fraternity & Sorority Life

**Position Description**

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**Title:** Graduate Apprentice for the Center for Leadership

**Department:** Center for Leadership

**Supervisor:** Tierza Watts, Director – Center for Leadership

**Office Location:** Center for Leadership – Moseley 203

**The Center for Leadership**

The Center for Leadership (CFL) provides co-curricular leadership development opportunities to Elon students through multiple programs including the Leadership Experiential Learning Requirement (ELR), the Isabella Cannon Leadership Fellows program, interactive leadership workshops called Leadershops, the Intersect: Diversity and Leadership Conference, a leadership-themed living learning community, and organizational development for student leaders in Elon’s 280 student organizations, clubs, and campus programs. While this position is primarily during business hours, some evening and weekend hours may be required to attend a student organization meeting, campus event, or community gatherings.

The Center for Leadership is located on the second floor of the Moseley Center. Our staff includes three full-time professional staff, a graduate apprentice, student office assistants, and multiple student leaders. We work closely with a Faculty Fellow for Leadership and the Coordinator for the Leadership Studies minor to connect the Center for Leadership’s co-curricular programs to academic initiatives and curriculum. We enjoy strong collaborative relationships with Student Involvement, the Center for Race, Ethnicity, and Diversity Education (CREDE), Residence Life, Kernodle Center for Civic Life, and Athletics.

The mission of the Center for Leadership aims to help students graduate with a greater leadership self-efficacy, the desire and ability to work collaboratively within diverse communities of people, and the confidence and competence to put innovative ideas into action for positive change. Please visit [www.elon.edu/leadership](http://www.elon.edu/leadership) for more information.

**Position Description**

The Graduate Apprentice for the Center for Leadership works directly with the Director to facilitate leadership development programs, supervise student staff, develop and implement opportunities for student organization leaders to be successful in their roles, and oversee Center for Leadership marketing initiatives.

**Primary Duties**

* Provide leadership development opportunities by applying theory and research from student development and leadership theory.
* Supervise Center for Leadership student interns who work directly with organization development and marketing; assist with CFL student intern recruitment, training, and selection.
* Collaborate with Student Involvement, the Moseley Center, and the Fraternity and Sorority Community staff to provide leadership programs, retreats, and resources for the student leaders of Elon’s 280 student organizations, clubs, and campus programs.
* Facilitate and develop leadership workshops, presentations, simulations, self-assessment instruments, retreats, group discussions, and feedback sessions for student leaders.
* Assist with the Center for Leadership’s marketing initiatives including social media, print, and multimedia materials.
* Aid in the planning, execution, and assessment of student organization development programming.
* Create and develop new leadership development opportunities for Elon students.
* Develop and use assessment for program and learning outcomes to improve future initiatives.

**Other Duties:**

* Meet weekly with supervisor to receive guidance on work and reflect on learning.
* In conjunction with supervisor, develop an annual professional development plan with supervisor in order to connect apprenticeship with coursework and career goals.
* Complete end of semester evaluations focusing on future areas for growth and learning.
* Attend weekly Center for Leadership staff meetings and once a semester staff retreats.
* Attend weekly Center for Leadership student leader team meetings and meet weekly one-on-one with Center for Leadership student interns.
* Participate and facilitate Center for Leadership staff retreats, student retreats, and major events that occur each semester.
* Create strong partnerships within the Division of Student Life and with University departments and engage with a diverse university community.
* With supervisor, collaborate on an integrative project in the spring of year one in the program to complete in year two. The project will bring together learning via the apprenticeship and include an evaluation and recommendations of some aspect of leadership education. Some topics might include diversity and inclusion, pedagogy and curriculum, or experiential learning in leadership education.
* Support the implementation of Institutional priorities, Student Life divisional priorities, and Center for Leadership departmental priorities.
* Participate in Institutional or Divisional workgroups/committees as assigned.
* Provide assessment data and analysis to be included in the Center for Leadership’s end of semester evaluation.
* Participate in division programs and meetings or professional development opportunities to include committees and workgroups.
* Other duties as assigned by the Program Assistant, Assistant Director, and Director of the Center for Leadership.

**Professional Development**

* The Graduate Apprentice for the Center for Leadership will be provided membership into a national organization which could include but is not limited to the National Clearinghouse for Leadership Programs (NCLP), the National Association of Campus Activities (NACA), College Student Educators International (ACPA), and Student Affairs Administrators in Higher Education (NASPA). Professional development opportunities will also be available through the Division of Student Life and through the involvement in Divisional and Departmental work groups and committees. During their first year they will be provided $750 for professional development. Previous graduate apprentices have used those funds to attend regional and or national conferences, including the Leadership Educators Institute (held every other December).