

Job Title: Leadership Development Student Coordinator
Department: Center for Student Leadership, Ethics & Public Service
Term: August 2017 – May 2018
Hours: approximately 5 hrs per week
Compensation: \$10 per hour

Center for Student Leadership, Ethics, & Public Service

The Center for Student Leadership, Ethics & Public Service provides unique learning opportunities that embody the value of leadership, service, responsible citizenship, and ethics. The Center offers leadership development opportunities and service initiatives focused on local and global social justice issues. Through our programming, support, and engagement with the community, we strive to help students become ethical and effective leaders and engaged citizens.

Primary Functions of Position

The Leadership Development Student Coordinator will serve as a member of the Center for Student Leadership, Ethics, & Public Service staff. The Leadership Development Student Coordinator will support the various programmatic efforts within CSLEPS and will serve as a representative at programs/events as needed. This position will also assist with program coordination and development within CSLEPS and in partnership with campus & community stakeholders.

Duties & Responsibilities

- Create and coordinate a workshop series to address current leadership issues and topics (e.g. lunchtime leadership series), coordination efforts may include researching best practices, booking space, scheduling facilitators, marketing the event, developing training materials, pre and post event communication with participants, etc
- Work in partnership with the Marketing & Communications Student Coordinator to promote leadership development programs to increase reach and attendance
- Assist in the development and expansion of student leadership development programs by researching peer programs, coordinating with campus partners, organizing focus groups, and providing feedback and support for existing and new programs
- Customer service within CSLEPS office suite as the front-line representative

Qualifications & Skills

- Current undergraduate student in good standing; only undergraduate students will be considered
- Must be available to work approximate 5 hours per week during M-F 8:30am – 5:00pm, select evening and weekend availability may be needed to assist with projects
- Passion for leadership and service; Commitment to actively engage in dialogue about current issues leaders are facing
- Enthusiastically and professionally engage with students, families, staff, faculty, and community partners
- Creative, innovative, and desire to learn
- Ability to demonstrate initiative and the ability to work both independently and collaboratively
- Previous experience participating in CSLEPS programs and initiatives is preferred

Additional Information

The Center for Student Leadership, Ethics & Public Service is committed to the continuous growth and develop of students. Full-time staff will provide intentional opportunities for Intern to gain experience and growth in the following areas:

- Group problem-solving and decision-making through shared leadership and collaboration
- Development of self-efficacy for leadership
- Awareness and understanding of various leadership styles and approaches
- Leadership skill development, including ethical reasoning and decision-making, oral and written communication skills, critical thinking, goal setting & visioning, motivation, and creativity
- Organizational planning, communication, and development

How to Apply

Visit <https://csleps.dasa.ncsu.edu/leadership-employment-opportunities/> to submit your application. **Application will close on Monday, April 10 by 8:00am**