



### **GA Position for Master's or PhD Level Students**

Position Description: Graduate Assistant, Stryker Institute for Leadership Development

#### **Mission of the Stryker Institute for Leadership Development:**

The Stryker Institute for Leadership Development is a participation-based scholarship program that serves women from under-represented groups and supports scholars in their identity and leadership development.

The Stryker Institute celebrates the unique identity of each woman and the strength of our collective voice in positively impacting our families and communities. The Stryker experience is characterized by self-exploration, self-reflection, and celebration of our intersecting identities, and cultivates the individual and collective success of women through social justice and leadership development.

#### **Job Duties and Responsibilities include (and not limited to):**

The Stryker Institute for Leadership Development is looking for a Graduate Student who demonstrates passion and commitment to social justice and leadership and who seeks an opportunity to grow both personally and professionally through the mentorship offered by the Stryker Institute staff in the GA position.

With the support of the Director & Leadership Coordinator, GA will:

- Support the organization and preparation of materials for 4 individual cohort workshop experiences on a weekly basis, social events and other programming.
- Collaborate with all staff (Director, Leadership Coordinator, GAs, Undergraduate Student Coordinators).
- Interact with students to further support the development of their own awareness of their identities and leadership.
- Directly supports and works closely with the all staff (Director, Leadership Coordinator, GAs, Undergraduate Student Coordinators).
- Collaborates closely with student and/or staff Designers to design projects related to workshop, events, and other general marketing.
- Supports marketing efforts on the UNC campus such as social media marketing, tabling, direct referrals.
- Support program recruitment efforts.
- Support assessment and evaluation of programs and services utilizing both qualitative and quantitative research.
- Support participant application processes

- Complete purchases related to programming
- Responsible for administrative tasks related to the Institute including customer service, responding to phone calls and emails, and serving as a referral resource for the UNC community.
- Attend staff and program-related meetings, department training, and Graduate Assistant development trainings.
- Maintain and update online engagement, including social media and academic classroom