



Leadership Office: Graduate Assistant Job Description 2026-2028

Assistantship #1: Leadership & Organizational Development Office (Leadership Certificate Series, Student Leadership Awards)

Location: Storrs Campus

Supervisor: Tiffany Hoxie, Interim Director of Leadership and Organizational Development

Description:

This Graduate Assistant experience will include direct responsibilities and active involvement in the development, delivery, and support of exceptional leadership development programs and services offered through the Leadership and Organizational Development (LOD) office. Under the supervision of the director, the Leadership Office GA will provide facilitation, programmatic, and administrative support, as well as be an active staff member in the leadership office.

The Leadership Office GA will coordinate all aspects of the *Leadership Certificate Series*- a 9-week, multi-workshop certificate program offered to students as a great way to explore leadership potential and grow individual skills. Second, this role entails full coordination of the *Student Leadership Awards* program, which launches its nominations period during the Fall semester, ending with a banquet celebration in April. This dynamic program recognizes the outstanding contributions to, and leadership of, our campus community by students, student organizations, and staff.

General Duties and Responsibilities:

- Coordinate all aspects of the multi-workshop Leadership Certificate Series- including recruitment and application process, curriculum review and delivery, undergraduate student facilitator trainings and coaching, scheduling, and program assessment.
- Coordinator and administrative lead for the Student Leadership Awards inclusive of planning, executing, marketing, promotion, selection of winners, and award banquet celebration. Includes coordinating with campus partners and Director of LOD.
- Update Certificate Series and Student Leadership Award websites as necessary.
- Hire, train, and supervise up to 10 student employees.
- Maintain social media presence throughout the duration of each program.
- Track/monitor program budget, including tracking expenses and reporting to the Director of LOD.
- Gather, monitor, and track program data using the LOD program tracker.

- Complete other duties as required including, but not limited to, office projects, tabling, training, and department committees.

Position Requirements:

- Acceptance to an appropriate graduate program at the University of Connecticut.
- Strong knowledge of, experience with, and/or demonstrated interest in student leadership, college student advisement, and the development and implementation of leadership development programs/workshops.
- Active commitment to identity reflection and the work of inclusion and belonging.
- Exceptional communication and interpersonal skills; public speaking experience.
- Commitment to excellence in the development of student-centered programs and services.
- Knowledge and/or demonstrated interest in student development, leadership theory and education.
- Organization, creativity, self-motivation, a sense of humor, initiative, multi-tasking skills, and a can-do attitude
- Ability and willingness to work flexible hours including some evening and weekend commitments.

Commitment:

- 20 hours per week; schedule will vary based on student's availability and programmatic needs.
- Weekend and evening hours are required in order to attend related events.
- Summer employment is available beginning June 2026 and is strongly encouraged; excellent candidates who also have summer availability will be given special consideration.
- This assistantship may be renewed for a second year pending a satisfactory performance after the first year.

Application period ends **Friday, February 28th 2026** at the close of business. Qualified candidates should send their resume and cover letter to the Interim Director of Leadership and Organizational Development, Tiffany Hoxie, at tiffany.hoxie@uconn.edu. Interviews will take place in early March.