



Leadership Office: Graduate Assistant Job Description 2026-2028

Assistantship #2: Leadership & Organizational Development Office (Leadership Legacy Experience, Cohen Student Leadership Scholarship)

Location: Storrs Campus

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

Description:

This Graduate Assistant experience will primarily be responsible for coordinating the *Leadership Legacy Experience* (LLE), a year-long advanced and multi-faceted leadership program. The role includes but is not limited to coordinating the selection process, marketing and recruitment, planning retreats, experiential trips, leadership speaker series, and engaging with mentors and campus partners. Additionally, this role includes hosting biweeklies, planning special on and off campus events, and overseeing administrative responsibilities. The LLE GA will design curriculum, engage in advising 12 student leaders through various educational opportunities.

Second, this role holds responsibility for coordinating the annual *Cohen Student Leadership Scholarship*- awarded to multiple undergraduate student members of registered student organizations who have demonstrated a significant and active commitment to eliminating bigotry, prejudice, and discrimination, and the fostering of tolerance and understanding among the campus community.

General Duties and Responsibilities:

- Coordinate the Leadership Legacy Experience program, not limited to marketing, recruitment, selection of participants, experiential learning trips, workshops, retreats, and Legacy banquet.
- Coordinator and administrative lead for the Cohen Student Leadership Scholarship inclusive of marketing, promotion, interviews, selection, planning leadership retreat, and scholarship reception.
- Review and enhance the leadership development curriculum with supervisor through workshops, speaker series and 1:1 or small groups meetings; co-facilitation of bi-weekly legacy meetings.
- Engage Legacy mentors and host events for one and off campus community building amongst mentees and mentors.

- Advise and mentor 12 students in their leadership and facilitation skills by providing feedback and educational opportunities.
- Communicate with program participants, affiliated staff, and other stakeholders such as donors, mentors and alums to achieve program success.
- Track/monitor program budget, including tracking expenses and reporting. This is a dual reporting line position: to the Senior Director of Student Activities and the Director of LOD.
- Gather, monitor, and track program data using the LOD program tracker.
- Update Legacy and Cohen websites as necessary and maintain social media presence throughout the duration of both programs.
- 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, and the development and implementation of leadership development programs and 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.