



Leadership Sequence Studies Program Assistant

Description:

- The KLI Program Assistant for the Leadership Studies Sequence (LSS) will work with Jessica Briggs, M.S. '03, KLI Assistant Director for Leadership Programs, on the publicity, planning and facilitation of leadership events for the LSS program. Fall events typically include a faculty meeting, pizza gala/open house, and a Leadership Day workshop. Spring events include an ice cream social, senior recognition luncheon and women's workshop.

Requirements:

- This position is open to CMC sophomores, juniors, and seniors from all majors. Enrollment in Leadership Studies Sequence required. This position requires approximately 5-10 hours per week. Outgoing and energetic personality, comfortable working alone or as part of a team, desire to use and expand event planning skills are essential. Strong communication and organization skills especially attention to detail, is essential. Participation in KLI events and meetings is expected

Job Responsibilities:

- Develop LSS community on campus and increase LSS student enrollment and participation in KLI activities including KLI-sponsored Athenaeum events
- Help develop, design, facilitate and evaluate specialized leadership development and training workshops with clubs, sports teams and other on- or off-campus entities throughout the year
- Attendance of regular meetings and other duties as assigned by the Assistant Director for Leadership Programs

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Employment is contingent upon new employee providing documents verifying U.S. citizenship or, for aliens, documents verifying legal permission to work in the United States.