

**LEADERSHIP PROGRAMS STUDENT ASSOCIATE
JOB DESCRIPTION
2006-2007**

The Programming Coordinator plays a vital role in developing and implementing programming on a variety of leadership development topics. They will engage students in personal development including gaining a clearer understanding of themselves, their values, and their passions. They will help students develop a personal philosophy of leadership through studying community leaders, leadership theory, and social issues. They will work to create more effective student organizations that promote student learning and growth. Programs typically coordinated by this individual include lunches and retreats on a variety of leadership skill topics, community leader dinners, and the ENVISION program for freshmen emerging leaders. He/she is also responsible for making the campus aware of leadership development resources and opportunities on and off-campus.

Programming Coordinator Job Responsibilities

Work with students, faculty, staff and community members to develop successful leadership development programs for students.

Implement the Spring ENVISION leadership program for freshmen to help students work on their personal development and improve their ability to develop effective campus organizations.

Advertise on and off-campus student leadership development resources and opportunities to students.

Edit and update the Office of Leadership Programs website.

Position Requirements

- Ability to work productively with a wide array of staff, faculty and students.
- A background in project organization and development.
- Strong communication skills, both written and verbal.
- Ability to work independently, be creative, and be organized.
- Commitment to the educational and developmental emphasis of leadership programming at Rhodes.