

Leadership and Engagement

Graduate Assistant – Office of Leadership and Engagement Clubs, Organizations, Leadership Programs, and Events 2025-2026

The Leadership & Engagement office at Northern Arizona University brings together student organizations, student leaders, fraternity & sorority life, and engagement events and programs to support and deepen the holistic student experience. Involvement and engagement allow students to enrich their academic and social experience at NAU. We are THE HUB for students interested in connection, leadership, involvement, and service. Grounded in our commitment to the values of belonging, equity and access, wellbeing, leadership, and service, we engage and support our students as they build a community within their student organizations and develop as leaders. The Leadership & Engagement staff are committed to supporting and developing high-impact experiences that complement Lumberjack academic endeavors – nau.edu/getinvolved.

Where Lumberjacks connect, lead, and thrive.

Position Purpose:

- To allow a graduate student the opportunity to gain experience in a variety of leadership and engagement initiatives
- To enhance the Graduate Assistant's academic and professional experience by working with various leadership and engagement projects
- To support the Office of Leadership and Engagement by developing, facilitating, and supporting clubs, organizations, events, programs, and services

Position Summary:

Under the supervision of the Assistant Director, the Graduate Assistant assists in the furthering of the mission and focus of the Office of Leadership & Engagement at NAU. The Graduate Assistant will contribute to the short- and long-term goals of the department and its programs. Working in a variety of areas, the Graduate Assistant will use their experience to help reach the departmental outcomes of providing programs and services that support students' leadership development and promote student engagement activities.

Responsibilities Include:

- Responsible for ongoing and short-term projects that advance student organization development and leadership on campus
- Manage the registration process for 350+ student organizations during the academic year
- Assist with the review and approval of events/meetings/etc. hosted by clubs and organizations in True Blue Connects
- Assist with the creation and facilitation of trainings, monthly meetings, L&E guides, resource videos, and other essential materials

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- Assist with promoting and managing organization and professional development curriculum for officers, advisors, coaches, and members of clubs and organizations
- Facilitate consultations with officers, members, advisors, coaches, and campus departments
- Assist in the planning and execution of leadership programs: EDGE, Presidential Leadership Fellows, Hispanic/Latine Leadership Program, Black Leadership Summit, Leadership Workshops, and others
 - Co-manage the hiring, training, and supervision of EDGE Leaders
- Assist with Fall and Spring Lumberjack Club Fairs
- Assist with other university-wide events related to Lumberjack Welcome and Homecoming
- Co-manage the following departmental software: True Blue Connects, Microsoft Teams, L&E Outlook email, Canva, Qualtrics, Salesforce, Zoom, NAU Catering (Sodexo)
- Promote the "Get involved" mission to inform ALL students of club, leadership, and event opportunities at NAU
- Manage and create content for our Get Involved social media platforms (e.g., Instagram, YouTube)
- Support the SpEAK Team, including but not limited to serving as a member
- Demonstrate openness to feedback from students and supervisor and willingness to grow
- Develop professional relationships with faculty, staff, and community members to better support clubs and organizations
- Other duties as assigned

Minimum Qualifications:

- Bachelor's degree
- Be able to work in-person at Flagstaff Mountain Campus
- Enrolled as a full-time degree seeking graduate student at Northern Arizona University
- Be in good academic, financial, and disciplinary standing with the university throughout the period of employment
- Must be able to attend Monthly Meetings usually hosted on the first or second Friday of each month
- Must be able to work 20 hours per week during the academic year – August 18th, 2025, through May 7th, 2026 – Stipend
 - *Note: There could be an opportunity to start work on July 14th, depending on departmental funding (not guaranteed)*

Preferred Qualifications:

- Experience working with students in a higher education environment
- Familiarity with university policies and procedures
- Effective oral and written communication skills
- Great organizational skills

Time Commitment:

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- The Graduate Assistant position will work 20 hours per week during the academic year – August 18th, 2025, through May 7th, 2026 – Stipend
 - *Note: There could be an opportunity to start work on July 14th, depending on departmental funding (not guaranteed)*
- The Graduate Assistant position will include some late afternoon and weekend time commitments
- Please note that there are some peak times when work hours may exceed 20-hours per week

Compensation:

- The Graduate Assistant will receive a stipend of at least \$16,000 for a 9 ½ month contract based on the start date
- The Graduate Assistant will receive 100% tuition remission
- The Graduate Assistant will be eligible to receive a student health care plan
- Please note that student fees, housing, and parking permits are not included. Graduate College Information regarding tuition waivers and assistantships can be found at: <https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/>

ACPA / NASPA Professional Competency Areas of Focus:

- Assessment, Evaluation, and Research
- Law, Policy, and Governance
- Leadership
- Student Learning and Development
- Technology
- Advising and Supporting

How to apply:

- Cover Letter (should include)
 - Introduction
 - Answer the following questions:
 - What qualities and/or traits will you bring to this position?
 - How will this graduate assistantship align with your program of study and/or future professional career goals?
- Resume
- 1 to 2 recommendation letters from former/current supervisor, faculty, or staff member

Applications may be emailed to: StudentOrgs@nau.edu

Email Subject: Leadership and Engagement Graduate Assistant Application - 2025-2026

Application opens: **Monday, December 2nd, 2024 @ 8:00am (AZ Time)**

Application deadline: **Friday, February 21st, 2025 @ 5:00pm (AZ Time)**

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Early and/or late submissions will not be accepted

For assistance, please feel free to contact:

- Michelle Gardner at Michelle.Gardner@nau.edu – Director of Leadership and Engagement
- Salvador Lopez at Salvador.Lopez@nau.edu – Assistant Director of Leadership and Engagement
- Meredith Hall at Meredith.Hall@nau.edu – Graduate Assistant of Leadership and Engagement

Background Checks

- All employment offers are contingent upon a criminal background investigation, employment history investigation, and a fingerprint check



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