

**Department of Student Activities**  
**Leadership and Organizational Development**  
**Workshop Facilitator**

*Average 5-8 Hours per Week @ \$12.15 – \$13.35 per hour – Work Study/Student Labor (job code 252)*

Reporting to the designated staff member, the Leadership Certificate Series Facilitator will support the Student Activities, Leadership and Organizational Development, Leadership Certificate Series by providing facilitation or co-facilitation of one weekly workshop series as assigned by the Leadership Office (workshops include: Discovery, The Student Leadership Challenge, Emotionally Intelligent Leadership, and Impact Delta). Additionally, the Leadership Certificate Series Facilitator will be responsible for planning weekly workshops by updating curriculum and facilitation guides as well as assisting in general Leadership Certificate Series events (e.g.. marketing, recruitment, banquet, etc.). More information can be found at our website: <https://leadership.uconn.edu/workshop-facilitators/>.

**1. General Training and Facilitation:**

- a) Assist in the planning and coordination of the Leadership Certificate Series workshops.
- b) Facilitate or co-facilitate weekly workshops (either in-person or virtually).
- c) Identify opportunities to enhance/improve participant experiences in the Leadership Certificate Series.
- d) Attend and complete all pre-semester facilitation training.
- e) Remain up-to-date on various leadership topics and theories.
- f) Participate in ongoing professional development and weekly coaching meetings.
- g) Be comfortable learning how to facilitate new and challenging topics.
- h) Facilitate a Leadership & Organizational Development Open Enrollment workshop (this is an optional but strongly encouraged opportunity and topic/facilitation must be agreed upon between program staff and student facilitator).

**2. Administration and Maintenance**

- a) Communicate with/respond to Certificate Series staff (Graduate Assistants - GAs) in an effective and timely manner.
- b) Attend and participate in regularly scheduled staff meetings including biweekly staff trainings and weekly one-on-one meetings.
- c) Come prepared for coaching sessions and weekly workshops, having read the materials and guides for that week.
- d) Hold regularly scheduled office hours and/or be available formally and informally to meet with Certificate Series participants.
- e) Provide information to students, faculty, staff, and the general public regarding Leadership Certificate Series as requested.
- f) Support the overall management of the social media account.
- g) Assist with Certificate Series promotion, visibility initiatives, and marketing strategies through the use of social media, emails, and other mediums.
- h) Assist in the completion of special projects, including special event preparation and execution, large mailings, assessment projects and more.
- i) Complete other duties as needed.

**3. Minimum Qualifications:**

- a) Full-time, undergraduate student at the UConn Storrs campus in good academic standing.
- b) Strong communication skills (verbal and written); expected to be comfortable with public speaking in small and large groups.
- c) Ability and willingness to regularly work evenings.
- d) Strong interest in and commitment to student involvement and leadership.
- e) Ability to work independently, as well as a member of a team.
- f) Strong interpersonal skills.
- g) Demonstrated ability to work with diverse populations, on staff and with participants.
- h) Ability to complete tasks with high quality results and minimal supervision.
- i) Demonstrated ability to provide quality customer service and exercise sound judgment and decision making skills.
- j) Capacity to multi-task and adhere to deadlines.
- k) Demonstrated ability to exercise sound judgment and decision making skills.
- l) Strong computer literacy and demonstrated ability in office software applications, HuskyCT and various video chat services.
- m) Demonstrated ability to think creatively.
- n) Attend and complete mandatory facilitation training in spring 2021. (April 25th, time TBD)

**4. Preferred Qualifications:**

- a) Previous related experiences or skills in a similar position and/or transferable skills.
- b) Familiarity with leadership topics and theories.
- c) Participation in one of the Leadership Certificate Series workshops.

**5. Termination:**

Leadership Certificate Series Facilitators are expected to stay on for the academic year. However, you may be terminated with due process for the following reasons:

- a) Failure to fulfill your duties and responsibilities.
- b) Failure to comply with university policies.
- c) Failure to abide by the law.

To apply for this position, please go to UConn Student Employment JobX website  
search for "Class II - Student Peer Counseling Assistant – 252UST" and apply.