

*Program Asst for Shucker Center – available starting in fall 2025*

*Job Description:* The Shucker Center Graduate Assistant will collaborate with and share responsibility for various programmatic dimensions of the Shucker Center including the Shucker Fellows Program, the Student Leadership Awards Program, and the Strengths at Furman initiative. This position includes direct mentoring and guiding of undergraduate student populations, workshop facilitation, and event planning opportunities.

*Responsibilities:*

- Serve as a lead and a co-lead facilitator for the weekly freshman and sophomore cohorts of the Shucker Fellows Program.
- Learn the Five Practices of Exemplary Leadership framework (The Leadership Challenge)
- Follow program design guide for preparing teaching content for the Freshman or Sophomore Fellows cohort
- Manage assigned parts of the annual Leadership Awards program.
- Assist with Strengths at Furman initiative including workshop preparation and delivery (utilizing Gallup CliftonStrengths materials) and student Strengths Ambassador support.
- Other duties as assigned (which may include marketing, assessment, website updates).

*Preferred Skills:*

Excellent communication (verbal and written)

Canva

Excel

Group Facilitation

Attention to detail

Ability to mentor, guide and advise undergraduate student population

*Pay Rate:* \$20/hr, 15 hrs/week