Leadership Conference Assistant (LCA) - Position Description

Leadership Conference Assistant (LCA) Purpose
The charge of the Leadership Conference Assistants is to plan and implement the annual University Residence Hall Association's Leadership Conference. Under the supervision of the Manager for Student Leadership and Engagement, the LCAs will create a two-day leadership conference for 150-200 student leaders. This conference will help train current on-campus leaders as well as welcome new students to life at The University of Texas at Austin. In addition to the Leadership Conference, LCAs are expected to help organize volunteers for Mooov-In. Lastly, the LCAs will be a team of five students who show great excitement for leadership and helping others.

Learning Goals
Leadership Conference Assistants can look forward to developing and refining the following skills:
- Develop self-management strategies to manage personal emotions and process interpersonal conflicts
- Identify campus resources and their goal to aid students
- Discover different time management systems and prioritize commitments
- Interact with those difference from them and develop positive relationship with others
- Understand and express personal viewpoint and values in relation to others

General Duties
- Plan and implement University Housing and Dining's annual Leadership Conference
  - Develop program sessions around the themes of leadership development, campus orientation, self-management skills, global citizenship, community engagement and campus resources
- Communicate with presenters and other offices to execute the Leadership Conference
- Work independently and within a flexible and varying schedule
- Maintain a budget of all purchase and monetary needs for the conference
- Organize volunteer groups and groups during Mooov-In
- Speaking to a large crowd and crowd management
- Meet weekly with team members regarding planning details
- Work schedule varies and includes weekends and evenings
- Pushing, lift, and pulling up to 20 pounds
- Other duties as assigned

Qualifications and Requirements
- Have a cumulative grade point average of 2.25 or above and good disciplinary standing
- Must live in a UHD residence hall for the entire term of position (Housing will be provided)
- Demonstrate the ability to work well with both individuals and in groups
- Exhibit the ability to communicate effectively verbally and in writing

Job Duration: June 4th - August 23rd
LCAs are required to work the week of June 4th and August 20th

Compensation
LCAs receive a payment of $8.25 per hour. LCAs should expect to work an average of 10 hours per week over the course of the summer. Some Weeks (such as training and the Leadership Conference) will be considered "peak weeks" which LCA’s will be expected to work over 10 hours.

As stated above Leadership Conference Assistants will receive housing over the course of the summer term.

This position is security sensitive. A criminal history background check will be required for finalist(s) under consideration for this position.