

**Marquette University**  
**Graduate Assistant, Excellence in Leadership Program**

**General Description**

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Associate Director of the Fotsch Innovation and Engineering Leadership Development (FIELD) Center in the Opus College of Engineering at Marquette University. This individual is responsible for several on-going and short-term projects that advance the vision of innovation and leadership development in the college and across the University including, but not limited to, the Excellence in Leadership (E-Lead) Program.

Although housed in the Opus College of Engineering, the E-Lead Program is a curricular innovation and leadership development program offered to undergraduate students enrolled in any college at Marquette University. Through a curriculum rooted in the Jesuit tradition, E-Leaders progress through a three-year program focused on leading oneself, leading with others, and leading innovation. Students apply in their sophomore year, earning academic credit for their classroom and experiential innovation leadership learning.

The Graduate Assistant is expected to undertake all responsibilities in a manner that reflects the Catholic, Jesuit mission of the University as well as the principles of student development theory.

**Specific Responsibilities**

- Serve as a teaching assistant for various 1 to 3-credit courses offered in the program
- Assist with the planning and delivery of annual campus-based session of the Institute™ in partnership with LeaderShape, Inc.®
- Provide on-site staffing and support for events including annual workshops and the year-end banquet
- Assist with the development of promotional strategies and communication efforts for the program, particularly via our social media outlets (i.e., Instagram, Twitter, and LinkedIn)
- Assist with administration of the E-Lead Program such as scheduling events and meetings, maintaining program database, and updating program website
- Assist with assessment and evaluation efforts for the program, courses and administrative processes, developing evaluation strategies, collecting data, and analyzing results
- Perform other duties as assigned related to college events and programming

**Qualifications**

- Currently enrolled (or acceptance for enrollment) in a Marquette graduate program. Prefer students pursuing a degree in student affairs in higher education, educational leadership, counseling, or related field
- Strong oral and written communication skills
- Commitment to, knowledge of, and/or experience with leadership development and student activities
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university.
- Preference will be given to candidates with at least two years of experience (including undergraduate experience) in student activities, program planning, and event management as well as experience working with students from a variety of diverse backgrounds.
- Experience with LeaderShape, Inc.®, curricular leadership programs, and engineering/technical fields a plus
- Availability to work some nights and weekends when needed in order to ensure a quality student experience is an expectation for the position.

**Remuneration**

- Standard Graduate Assistantship Stipend (Current year stipend: \$17,440 for 10-month term).
- 9 Graduate Scholarship Credits per Semester.
- GA Health Insurance Off-Set.

## E-Lead Program Information

### **A PEOPLE-FOCUSED INNOVATION LEADERSHIP PROGRAM**

At the heart of innovation is the ability to lead people to accomplish things they never imagined were possible. In addition, the rise of automation and the increased capacity of software and technology to perform tasks that were once done by people has renewed the call for employees to develop the essential (soft) skills: leadership, teamwork, collaboration, and effective communication. In fact, many talent development experts believe the future of work requires leaders who can harness the power of human skills.

At Marquette University, in particular within the Opus College of Engineering, the commitment to build these essential capacities, attitudes, values, mindsets and skills in our graduates is not just a response to new trends. It is part of our mission and values – to graduate people who will lead bold, innovative change to serve the world. Innovation requires interdisciplinary effort and we believe our students should not wait until their first people-leader role beyond college to begin to think about how to lead effectively. Through the Excellence in Leadership (E-Lead) Program, we offer undergraduate students in engineering and from disciplines across the institution an opportunity to develop a strong personal and professional leadership foundation, grounded in an honest appraisal of who they are, how they lead, and what strengths they bring to a team. They learn how to lead people and teams effectively, build a positive culture, and lead innovation.

### **E-LEAD PROGRAM OBJECTIVES**

Excellence in Leadership (E-Lead) is a three-year, curricular innovation leadership development program for undergraduate students at Marquette University. Students apply and are accepted to the program in their sophomore year. The E-Lead program is designed to:

- ▽ Educate and develop the leadership character, capacity and efficacy of outstanding undergraduate students who will be able to lead teams tasked with solving global problems.
- ▽ Prepare leaders to inspire, engage and serve people and organizations who represent the full range of diversity across the human spectrum.
- ▽ Develop leaders who are driven to address 21st century global challenges in order to create value and bring about positive change.

### **E-LEAD PROGRAM GUIDING PRINCIPLES**

- ▽ Guiding Change (Leadership)
- ▽ Solving Problems (Innovation)
- ▽ Serving Others (Marquette University's Jesuit Tradition)

### **E-LEAD PROGRAM THEMES**

Each year in the program, the student cohorts focus on a different theme:

- ▽ **Year 1: *Leading Oneself***  
Innovation leaders understand their value as self-aware individuals, who are committed to core values and motivated to develop the mindset, skillset and behaviors required to effectively lead with others.
- ▽ **Year 2: *Leading With Others***  
Innovation leaders draw on the value others bring as they inspire, empower, listen to, and collaborate with others to solve problems and create value.
- ▽ **Year 3: *Leading Innovation***  
Innovation leaders create value because they have a growth-oriented innovators mindset and they have the skillset to bring talented and diverse perspectives together to relentlessly pursue new and better ways of solving problems.

## ABOUT THE E-LEAD PROGRAM

To learn more about the E-Lead Program, please visit: [www.marquette.edu/innovation-alley/e-lead](http://www.marquette.edu/innovation-alley/e-lead). We encourage you to watch the video to hear directly from students and alumni about the impact of the program.

## EARN A CONCENTRATION IN INNOVATION LEADERSHIP

Each fall, 40 sophomores from across the university (20 students from engineering and 20 students from disciplines across the institution) are selected to begin the program and remain in the program until they graduate. After completing 12 credit hours of seminars and experiential courses, students earn a concentration in innovation leadership, which is noted on their transcript. They are able to articulate and demonstrate knowledge of, capacity for, and confidence in their ability to lead innovation.

YEAR 1: LEADING ONESELF	YEAR 2: LEADING WITH OTHERS	YEAR 3: LEADING INNOVATION
<p><b>SEMINARS</b></p> <ul style="list-style-type: none"><li>E-Lead I: Leading Oneself</li></ul> <p><b>EXPERIENCES</b></p> <ul style="list-style-type: none"><li>The LeaderShape Institute</li><li>Workshop: Building resilience</li></ul> <p><b>TOPICS AND TOOLS</b></p> <ul style="list-style-type: none"><li>Self-awareness</li><li>Emotional intelligence</li><li>Leadership theories</li><li>Leadership v. management</li><li>Personal leadership philosophy</li><li>Develop personal leadership learning agenda</li><li>DiSC classic personal profile</li></ul>	<p><b>SEMINARS</b></p> <ul style="list-style-type: none"><li>E-Lead II: Leading With Others</li></ul> <p><b>EXPERIENCES</b></p> <ul style="list-style-type: none"><li>Leader Shadow Experience</li><li>Required professional experience with synthesis (i.e. internship, co-op, clinical)</li><li>Workshop: Difficult conversations</li></ul> <p><b>TOPICS AND TOOLS</b></p> <ul style="list-style-type: none"><li>Teams – harnessing the power of people working together</li><li>CliftonStrengths</li><li>Emotional and Social Competence Inventory (ESCI)</li></ul>	<p><b>SEMINARS</b></p> <ul style="list-style-type: none"><li>E-Lead III: Leading Innovation</li></ul> <p><b>EXPERIENCES</b></p> <ul style="list-style-type: none"><li>Case studies and simulations</li><li>Capstone Innovation Project</li><li>Workshop: Innovation Bootcamp</li></ul> <p><b>TOPICS AND TOOLS</b></p> <ul style="list-style-type: none"><li>Innovation mindset, skillset and methodologies</li><li>Barriers to innovation</li><li>Innovator’s DNA assessment</li></ul>

### Seminar Courses

- ▼ **GEEN 2961. E-Lead I: Foundations of Leadership and Individual Development. 2 cr.**  
Prereq: So. stdng. and enrolled in the E-Lead Program
- ▼ **GEEN 3961. E-Lead II: Leading With Others. 2 cr.**  
Prereq: GEEN 2961 and enrolled in the E-Lead Program
- ▼ **GEEN 4961. E-Lead III: Leading Innovation. 2 cr.**  
Prereq: GEEN 3961 and GEEN 3959 and enrolled in the E-Lead Program

### Experiential Courses

- ▼ **GEEN 3959. E-Lead: Explorations in Leadership Practice. 2 cr.**  
Prereq: GEEN 2961 and Jr. stdng. and enrolled in the E-Lead Program; HYBRID COURSE (in person and online instructional delivery)
- ▼ **GEEN 3990. E-Lead: Professional Innovation Leadership Experience. 1 cr.**  
Prereq: GEEN 2961, professional experience and enrolled in the E-Lead Program; HYBRID COURSE (in person and online instructional delivery)
- ▼ **GEEN 4998. E-Lead: Capstone Project. 3 cr.**  
Prereq: Sr. stng and GEEN 4961 and enrolled in the E-Lead Program; Offered SPRING Term