Carnegie Leadership Consultant Position Description

Carnegie Leadership Consultants (CLCs) serve as peer educators to student organizations across campus on the topic of leadership development. Their role is to promote and teach leadership to students and student organizations through workshops, retreats and other presentations. CLCs will act as a resource for student organizations if they are also looking for one-on-one support.

As a member of the CLC program, you will learn invaluable skills such as workshop facilitation, leadership experience, event planning, and will also have the opportunity to grow your knowledge surrounding leadership topics. Throughout the year there will be additional opportunities to gain and develop more specific skills such as teambuilding facilitation, curriculum development and more.

Responsibilities:
- Attend weekly meetings with CLC Advisor to discuss ongoing programs, workshops and leadership development
- Create and facilitate at least 2 leadership workshops per year, one each semester
- Work with the Office of Student Activities and Student Life to plan and run the Spring Leadership Workshop
- Participate in leadership trainings and workshops
- Mandatory attendance at Fall Retreat in late August/early September and Spring Retreat in January
- Support leadership programs when needed including the SOAR Awards

Required Skills:
- Have a working knowledge of Carnegie Mellon and the campus culture
- Be committed to the development of student leadership
- Confidence in presentation abilities

Other Requirements:
- 2.5 GPA and good academic standing with Carnegie Mellon University
- Must have some leadership experience
- Must be able to commit 5-8 hours/month for meetings, workshops and events (some evening hours required)

To apply for this position please submit your resume and cover letter through TartanTrak.

CLC members are considered interns of the Office of Student Activities; this is an experience-based internship. For questions about this position please contact the Assistant Director of Student Activities, Elizabeth Rapoport, at rapoport@andrew.cmu.edu