

**Center for Civic Engagement
Graduate Assistant, Group Projects
Academic Year 2019-20**

The Center for Civic Engagement (CCE) promotes student learning through curricular and co-curricular civic engagement. Graduate assistants play a critical role in the development and leadership of the program, coordinating activities related to academic service learning, school partnerships, student involvement, community partnerships, and administrative services. The appointment includes an operating fee waiver (for tuition) and graduate health insurance.

The Group Projects GA, under the supervision of the Student Engagement Coordinator, is responsible for coordinating and managing service-learning project opportunities for groups of WSU students in collaboration with campus and community partners.

General Responsibilities:

- Develop and enhance specific project opportunities for WSU student groups and clubs, including Registered Student Organizations (RSOs), Greeks, and Residence Halls.
- Work with the Student Engagement Coordinator and Community Programs Coordinator to coordinate group project logistics including transportation, staffing, and follow-up.
- Provide support for RSO and Greek reports in collaboration with the Student Engagement Coordinator and Peer Mentor team.
- Foster community partnerships to develop new opportunities for student groups and new partnerships.
- Collaborate with the Student Engagement Coordinator and Peer Mentor team to provide presentations to each student group and give an introduction to the CCE and the reflection process.
- Provide follow-up with groups on an on-going basis, including implementing a system to track learning outcomes and input on supporting/enhancing the civic engagement of student groups.
- Participation in CCE development activities: staff meetings, staff trainings, planning, policy & procedures, public relations, campus meetings, etc.
- Collaborate with other CCE graduate assistants and CCE professional staff.
- Support CCE programs and initiatives and enhance its overall mission through innovative approaches to integrate project opportunities into the current framework

Required Qualifications:

- basic understanding of service learning and civic engagement
- project/program planning and leadership experience
- superior organizational skills and attention to detail
- strong communication (verbal & written), problem solving, and interpersonal skills
- proven interest in issues of social justice, community service, and diversity
- familiarity with Microsoft office programs

Preferred Qualifications:

- relevant academic program
- teaching/training experience
- supervisory experience
- knowledge of community organizations

Overall expectations:

- Believe in the possibility of effecting positive change in our communities
- Communicate effectively
- Pay attention to detail and take personal initiative
- Commit to attend weekly staff meetings, two semester in-service trainings, a three-day all-staff training prior to fall semester, and a half-day Saturday training prior to spring semester
- Assist with CCE presentations and events on campus throughout the academic year
- Provide excellent customer service – all day, every day
- Be willing to work in a team focused environment

Starting/Ending Dates **August 16, 2019 through May 15, 2020** **Hours: 20 hours per week**