Center for Civic Engagement – Community Projects Coordinator Graduate Assistant
Academic Year 2020-21 – Dates: August 16, 2020 – May 15, 2021 (20 hours/week)

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 Community Projects Coordinator GA, under the direction of the Community Programs Coordinator is responsible for developing, coordinating and managing one-time service-learning project opportunities for WSU students, student groups and faculty as well as campus and community partners. This complex and detail-oriented position involves scheduling over 400 service projects per semester, providing training and support to the Project Leader team, maintaining/coordinating CCE vehicles, and maintaining relationships with our campus and community partners.

General Responsibilities:
• Recruitment, training, supervision and evaluation of undergraduate staff;
• Coordination and facilitation of student involvement in community-based service projects; including working with student groups (student organizations (RSO), Greek houses, residence halls, etc.) and special events like National Days of Service.
• Development of projects and partnerships (campus/community);
• Facilitation of service-learning orientation and reflection sessions;
• Management of CCE vehicles, including scheduling, maintenance and driver training.
• Participation in CCE program and organizational development activities: staff meetings, planning, policy and procedures, public relations, campus meetings, etc.;
• Collaboration with other coordinators and CCE professional staff;
• Preparation and maintenance of records and reports; this includes oversight to ensure that all project reports are submitted on time – and entered on a regular basis into the reporting system and assisting in compiling the final project report each semester.
• Involvement with technology-based program delivery;
• Assessment of programs, services, and learning outcomes.

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
• successful completion of a background check

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
• 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

To apply, send cover letter, resume, and three references to Tiffanie Braun at tiffanieb@wsu.edu.