

**Center for Civic Engagement
Graduate Assistant, Group Projects & Student Outreach
Academic Year 23-24**

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), stipend, and graduate health insurance.

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

General Responsibilities:

- Work closely with the GA for community partnerships, to 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 creating GivePulse event listings, transportation, staffing, and follow-up.
- Provide leadership and mentoring to CCE's Peer Mentor undergraduate staff team.
- Work with the Student Engagement Coordinator to plan, design, and distribute communication to student groups and RSOs.
- Foster community partnerships to develop new opportunities for student groups and new partnerships.
- Collaborate with the Student Engagement Coordinator, Peer Mentor team, and Food Projects coordinator to provide presentations to student groups, introducing the CCE and its reflection process.
- Provide follow-up with groups, 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:

- GivePulse experience
- 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

Appointment: starts August 16, 2023, and goes through May 15, 2024

Hours: 20 hours per week

Includes: Tuition waiver, stipend, health insurance