

Graduate Assistant for Community Partnerships Office of Community-Engaged Leadership

About Community-Engaged Leadership

The Office of Community-Engaged Leadership is a newly formed office on campus that will work to intentionally provide service experiences and leadership education and development to students. The service experiences offered to students serve as opportunities to connect and engage with others to build authentic relationships, stimulate critical thinking and skill-building, and recognize individual impact and responsibility to our local and global community. The leadership programs and opportunities offered allow students a chance to explore leadership, both inside and outside of the classroom as a way to foster integrity, collaboration, and self-awareness, as well as to grow a student's capacity to lead and inspire action.

Position Overview

The Graduate Assistant for Community Partnerships works within the Office of Community-Engaged Leadership under the Division of Student Affairs. The person fulfilling this role will work towards engaging students and the community by providing indirect and direct engagement opportunities, as well as forging relationships with local non-profits. They will work closely with professional staff, other graduate assistants, and student leaders.

This position reports to the Director and collaborates with them in creating and maintaining mutually beneficial partnerships and intentional communication with local non-profits, as well as in advising, supervising, and providing leadership development opportunities and training to student volunteers, and conducting operational and administrative support within the office.

Job Duties Include:

Community Partners

- Accompany Director on community partner visits
- Maintain updated contact information for Community Partners
- Communicate regularly with community partners via the Google Group
- Plan and execute community partner tours for undergraduate students
- Collaborate with ASU faculty and/or other community partners to create and facilitate professional development workshops for Community Partners

Community Fellows

- Support the recruitment and selection of Community Fellows.
- Recruit community partners to participate in the Community Fellows program.
- Plan and run weekly Community Fellow meetings.
- Serve as a resource, support system, and advocate for Community Fellows.
- Distribute EOY evaluations to Community Fellows and their site supervisors.
- Record data from evaluations and seek feedback for continuous improvement of the program.

Community Partner Database

- Maintain the Community Partner database.
- Post community partner service opportunities on appropriate platforms.

- Offer assistance to community partners for using University outlets to advertise for and recruit student volunteers.

Social Justice and Inclusion

- Foster equitable participation of all groups while seeking to address and acknowledge issues of oppression, privilege, and power.
- Incorporate social justice and inclusion competencies into practice through seeking to meet the needs of all groups, equitably distributing resources, and raising social consciousness.

Technology

- Utilize Engage (involvement *software*) for meetings, events, recruitments, evaluations, etc.
- Create marketing materials for student leader recruitment or other office advertisements

Other Office Duties

- Assist with and attend CEL events, programs, and initiatives as needed.
- In collaboration with other Graduate Assistants, plan and execute the End of Semester and End of Year celebrations.
- Meet with Director on a weekly basis.
- Attend weekly staff meetings.
- Additional responsibilities as assigned.

Knowledge, Skills, and Abilities Required:

- Professional communication skills (both written and verbal.)
- Strong critical thinking and problem solving skills.
- Ability to self-start and operate without constant, direct supervision.
- Passion for helping students and connecting them to the community.
- Desire to forge relationships with community partners and connect them to ASU campus resources.
- Demonstrated commitment to diversity, social justice, and inclusion.

Hours

The Graduate Assistant will work on average 20 hours per week. Because of the work with students and events, there will be night and weekend work.

Compensation

Stipend: \$9,000 per academic year, divided among fall and spring semesters

In-State Tuition Scholarship: About \$4,300 per academic year (final amount will equal the cost of in-state tuition)

Parking Pass: \$240.00

Professional Development Funds: \$300.00

Anticipated start date for this position will be Monday August 8, 2022.

For more information, please contact Heather Jo Mashburn, Director of the Office of Community-Engaged Leadership, at mashburnhj@appstate.edu or (828) 262-2545.