

Community-Engaged Leadership

APPALACHIAN STATE UNIVERSITY®

Graduate Assistant, Civic Literacy *Office of Community-Engaged Leadership* *Position Description*

The Office of Community-Engaged Leadership (CEL) engages Appalachian State University students in academic, experiential, and community-oriented programs that enhance their capacity to serve and lead in socially-responsible ways for the benefit of their local and global communities. For more information about Community-Engaged Leadership at ASU, visit: cel.appstate.edu

THE POSITION:

The Graduate Assistant (GA) for Civic Literacy is responsible for co-curricular program planning and execution: advising students in positional leadership roles within CEL programs; and assisting with divisional and departmental initiatives as needed. This position will work closely with the App State Voter Coalition.

This position will report to an Associate Director for CEL, join a dynamic team of 7 full-time and 5 graduate student staff, and work closely with passionate colleagues across campus. GA positions are designed to promote intentional professional and personal growth and complement academic study in college student development through concrete opportunities to apply theory to practice.

YOU'LL BE RESPONSIBLE FOR:

leadership development + community engagement

- Assist with divisional and departmental initiatives as needed
- Attend trainings, conferences, and retreats for professional development, as necessary

advising + student development

- Advise the Voter Coalition Student Fellows & Volunteers
- Plan and facilitate the weekly meetings with Voter Coalition Student Fellows & Volunteers
- Assist with the distribution of training and resources aimed at addressing information students need to do non-partisan voter engagement programming and barriers that hinder civic literacy and voter engagement among students
- Commitment to nonpartisanship and dialoguing across differences when serving as a Voter Coalition Volunteer and representing App State's Office of Community-Engaged Leadership

program planning + delivery

- Advise the Voter Coalition by assisting with planning and execution of various programs such as voter registration drives, Voting 101 presentations, civic holiday celebrations, election day programming, etc.
- Coordinate logistics and ensure the successful implementation of each program
- Promote collaboration with student organizations to strengthen our civic engagement

partnerships

- Analyze voter engagement data to develop innovative programming ideas

marketing + outreach

- Assist with the creation and distribution of social media content centered around civic literacy and education
- Develop written and visual materials and the strategies for disseminating them across campus to get students invested in voting

YOU SHOULD APPLY IF YOU:

- Are accepted as a full-time graduate student at Appalachian State University
Preference is given to students pursuing a career in a related field
- Have knowledge or interest in voter education, civic engagement, or related fields
- Have experience and interest in social media & marketing
- Can show evidence of strong communication, collaboration, and organizational skills
- Have demonstrated commitment to inclusion, personal growth, and socially responsible leadership
- Have the ability to take initiative and work independently on assigned projects
- Maintain flexibility in your schedule as required for some night and weekend programs

POSITION DETAILS AND BENEFITS:

- Start Date: August 5, 2024
- 20 hours per week during academic year (August-May)
- Opportunity to renew for a 2nd year
- Assistantship Package Includes:
 - Annual stipend of \$9,000.00 divided equally among the fall and spring semesters
 - In-state tuition scholarship (or current in-state tuition cost) divided equally among the fall and spring semesters
 - Parking pass reimbursement (\$360 value)
 - Funding for professional development experiences (i.e. conferences, training) up to \$300.00

WHO TO CONTACT:

- Ashley Vinson, Associate Director, Community-Engaged Leadership
 - Email: vinsonab@appstate.edu
 - Phone: 828-262-4970
 - Office: 138 Plemmons Student Union