



APPALACHIAN STATE UNIVERSITY

COMMUNITY-ENGAGED LEADERSHIP

Graduate Assistant, Community Engagement *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 Appalachian State, visit: cel.appstate.edu.

Position Overview

The Graduate Assistant for Community Engagement 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. They will work closely with professional staff, other graduate assistants, and student leaders.

This position reports to the Assistant Director for Community Engagement and collaborates with them in advising students, programming, providing leadership development opportunities and training, and conducting operational and administrative support within the office. You will join a dynamic team of 6 full-time and 6 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.

Job Responsibilities

advising + student development

- Collaborate with the Assistant Director to advise two student groups and their respective programming - the Days of Service program site leaders and the Blood Drive Committee
- Assist in the recruitment, selection, training and development of students in both groups.
- Advise Blood Drive planning committee in implementing CEL's two annual Blood Drives (one in Fall semester, one in Spring semester)
- Develop own capacities for listening, addressing group dynamics, managing conflict and crisis situations, and partnering with other professionals, departments, and agencies
- Incorporate inclusion competencies into practice; seek to meet the needs of all groups, equitably distributing resources, and raising social consciousness
- Foster equitable participation of all groups while seeking to address and acknowledge issues of oppression, privilege, and power.

program planning + delivery

- Serve as a liaison between American Red Cross and Appalachian State

- Serve on App State's homecoming planning committee that partners with the Fall Blood Drive
- Assist in the planning and implementation of the Days of Service event series
- Manage resources (fiscal, technological, human, physical) effectively to accomplish programmatic objectives

assessment + evaluation

- Implement and apply student evaluations as well as event assessment to improve the CEL student experience.

marketing + recruitment

- Assist in marketing, recruitment, and selection of student leaders
- Develop and execute marketing strategies to publicize Days of Service programming
- Promote Community-Engaged Leadership opportunities across campus through presentations, outreach, and social media

departmental engagement

- Attend and assist with divisional and departmental initiatives as needed
- Opportunity to be a Graduate Teaching Assistant for a Leadership Studies course
- Meet with your supervisor 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 inclusion, personal growth, and socially responsible leadership & community engagement

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: \$360

Professional Development Funds: \$300.00

Anticipated start date for this position will be Monday August 4th, 2025.

For more information, please contact Brent James, Assistant Director, at jamesba@appstate.edu