



APPALACHIAN STATE UNIVERSITY

# COMMUNITY-ENGAGED LEADERSHIP

## **Graduate Assistant, Community Partnerships**

*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](http://cel.appstate.edu).

### **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 Assistant Director for Community Engagement 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. 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**

#### **community partner management**

- Accompany Assistant 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
- 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
- Recruit community partners to participate in the Community Fellows program.

#### **advising + student development**

- Collaborate with the Assistant Director to advise Community Fellows program

- Assist in the recruitment, selection, training and development of students
- Advise 4-5 Community Fellows communities of practice tasked with addressing a local social issue through the lenses of service, education, philanthropy and advocacy
- Incorporate inclusion competencies into practice through seeking 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 implementation

- Plan and run bi-weekly Community Fellow meetings
- Assist in the planning and implementation of the Don't Throw it Away program
- 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
- Distribute EOY evaluations to Community Fellows and their site supervisors
- Record data from evaluations and seek feedback for continuous improvement of the program

#### 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](mailto:jamesba@appstate.edu)