

SMSU Center for Civic Engagement Graduate Assistant Job Description

May 2017

(Time Commitment: 14 hours/week)

RESPONSIBILITIES OF GRADUATE ASSISTANT:

The Graduate Assistant working with the SMSU Center for Civic Engagement will be responsible for the following:

- Assist with day-to-day orientation, training and supervision of student staff working for the Center for Civic Engagement (i.e., interns, work-study students, Mentor Scholarship students)
- Maintain/update the MustangsVOLUNTEER database
- Maintain/update Center for Civic Engagement website
- Represent the Center for Civic Engagement at recruitment events sponsored by the Admissions Office
- Present classes, clubs and organizations
- Assist with data collection and analysis of civic engagement data related to service/civic engagement activities in the following areas of campus: Student Activities, Residence Life, and Athletics
- Assist with data collection and analysis of outcomes of service-learning courses
- Help students, faculty and staff with needs related to learning more about local, national, and international service opportunities (volunteer and service-learning opportunities)
- Attend weekly staff meetings
- Attend Civic Engagement Advisory Committee meetings
- Special projects as assigned

CLIENTELE:

- Students, prospective students, alumni, community members and SMSU faculty, staff, administrators

BRIEF DESCRIPTION OF ORIENTATION AND TRAINING PROVIDED BY AGENCY:

The beginning of the Graduate Assistantship will focus on orientation and training to the Career Services office, procedures and services.

APPLICATION PROCESS FOR GRADUATE ASSISTANT POSITION

Interested individuals should complete the SMSU Graduate Assistantship application form found online and send a resume, cover letter and three names of reference to: Melissa Scholten at melissa.scholten@smsu.edu or (in-person) BA156.