

## **2017-2018 Graduate Assistantship Position Description**

### **College of Community and Public Service Dean's Office**

**Title:** Community Engagement Graduate Research Assistant (20 hours per week), subject to position funding

Full-time graduate students in applicable degree programs (e.g., Higher Education, English, Communications, Art, Marketing, Public Administration, Business, etc.) are eligible to apply. The position begins August 2017 and ends April 2018. The GA earns a stipend of \$4,000 per semester and corresponding (9 credit hours per semester) tuition waiver.

#### **Context of the Work:**

The College of Community and Public Service (CCPS), as the name suggests, is highly engaged with our local and regional communities. Through its programs, CCPS offers high quality and progressively challenging community engagement opportunities that enhance students' learning, develop the high-level abilities employers are seeking, and increase civic responsibility.

In addition, the CCPS Dean's Office hosts the Office for Community Engagement, which serves the entire university. The Graduate Assistant will work with the Director for Community Engagement, researching successful national programs, developing strategy, supporting initiatives, designing communication tools, and more. In addition, this office functions as one of the anchors in a Collective that supports the civic and community engagement of three primary stakeholder groups: students, faculty/staff, and community partners. In 2017, the Civic Engagement Collective will be implementing a new Civic Action Plan, an exciting opportunity to further develop the infrastructure needed for an engaged GVSU.

#### **Essential functions of the position:**

- Support engagement projects, including implementation of the Civic Action Plan (25%)
- Assist project management of the Engaged Department Initiative, including working closely with the research team to assess the progress of current and previous participating departments (25%)
- Provide general support for CCPS Deans in their research projects (20%)
- Research effective engagement practices and assist with determining feasibility for GVSU (10%)
- Refine and improve the Civic Engagement Collective web page and update the website for the Office for Community Engagement (10%)
- Design a variety of communication tools to support the Office for Community Engagement and CCPS (10%)
- Other duties as assigned

#### **Qualifications:**

- A passion for civic and community engagement
- Excellent writing and communication skills
- Ability to work with complex ideas and to think critically and creatively
- Ability to understand and integrate the cultural aspects of GVSU into the work
- Experience with website maintenance
- Experience with planning and implementing projects
- Ability to balance the requirements of two supervisors
- Knowledge of research design and data analysis desired but not essential

**To apply:** Submit a resume, letter of interest, and three references to Ruth Stegeman, [stegemar@gvsu.edu](mailto:stegemar@gvsu.edu).

#### **Contact Information:**

Ruth Stegeman, Assistant Dean, Director for Community Engagement  
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Dr. Paul Stansbie, Associate Dean, College of Community and Public Service Dean's Office, 202 C DeVos Center, 616-331-6850, [stansbp@gvsu.edu](mailto:stansbp@gvsu.edu)