

2019-2020 Graduate Assistantship Position Description
Office for Community Engagement

Title: Civic Learning and Community Engagement Graduate Assistant

Graduate students in applicable GVSU master's programs (e.g. Higher Education, English, Communications, Biostatistics, Public Administration, MBA, etc.) are eligible to apply. The position begins late August 2019 and ends April 2020. The GA earns a stipend of \$4,000 per semester and a corresponding tuition waiver (9 credit hours per semester) for the Fall and Winter semesters. In addition, the parking permit fee is waived.

Context of the Work:

GVSU is highly engaged with local and regional communities through; teaching and learning, research, co-curricular activities, internships/field experiences and a wide variety of additional ways students, faculty and staff provide enrichment. Through its programs, the university 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. This position, supervised by Travus Burton, Director for Civic Learning and Community Engagement, works directly with the Office for Community Engagement and related initiatives. Located in the Provost's Office and serving the entire university, the Office for Community Engagement coordinates a team of diverse campus offices, departments and centers to support the civic learning and community engagement of three primary stakeholder groups: students, faculty/staff, and community partners. Ongoing work occurs on three fronts;

- establishing lasting relationships with community partners,
- promoting best practices and sharing opportunities for community engagement with the campus community,
- developing programs, initiatives, mechanisms and structures to support and sustain our campus culture for community engagement

Responsibilities:

- Implement a variety of communication tools to support the Office of Community Engagement, including website management, writing and newsletters
- Assist with management and additions to The Laker Effect Map(s)
- Assist with the promotion and data analysis of Community Based Learning (CBL) designated courses
- Assist with the planning and implementation of the Civic Engagement Showcase and the Laker Effect Challenge events
- Attend various meetings and discussions with a wide variety of campus and community groups to support both internal and external initiatives

Qualifications:

- A passion for and high value of civic learning and community engagement
- Excellent writing and communication skills
- Technical skills, such as data tracking and analysis of GIS map capabilities
- Ability to work with complex ideas and to think critically and creatively
- Ability to understand and integrate cultural aspects of GVSU into daily work

- Experience with website management
- Experience with planning and implementing projects
- Knowledge of research design and data analysis desired

Learning objectives:

- Comprehend systems of structure, change, and leadership within higher education administration
- Understand the role of higher education institutions in university-community partnerships
- Establish a social network across the Grand Rapids community
- Develop organizational, leadership, empathy and teamwork skills through collaborative meetings and planning amongst a wide variety of stakeholders
- Foster assessment, evaluation and research skills regarding practices in community engagement and student learning in higher education
- Cultivate communication and writing skills

To apply: submit resume, letter of interest, and three references to Travus Burton
burtotra@gvsu.edu