



# Graduate Assistant for Student Civic Learning Position Announcement



Washington University in St. Louis

GEPHARDT INSTITUTE FOR  
CIVIC AND COMMUNITY ENGAGEMENT

## About The Gephardt Institute

The Gephardt Institute for Civic and Community Engagement's mission is to foster a vibrant culture of civic engagement across Washington University, realized by engaged citizens, scholarship, and partnerships that advance the collective good. Through both academic and co-curricular initiatives, the institute educates students for lifelong engaged citizenship, catalyzes partnerships that respond to St. Louis needs and priorities, and infuses civic engagement throughout the Washington University experience.

As a university-wide interdisciplinary initiative, the Gephardt Institute serves all undergraduate and graduate students, partners with St. Louis community organizations and units throughout the university, and reports to the Provost's Office. The institute is non-partisan and proactively seeks to support and include diverse backgrounds, perspectives, and ideologies, with strong attention to equity.

The Gephardt Institute was founded in 2005 by Congressman Dick Gephardt, who envisioned an "action tank" - rather than a think tank - that would inspire and equip young people to actively participate in our democracy. Our team is comprised of individuals who are mission-driven, values-focused, dynamic, collaborative, visionary, and passionate about the role of civic engagement in a thriving democracy. The institute upholds the values of inquiry, empathy, collaboration, integrity, equity, and action.

The institute is located in the historic Stix House as its sole occupant and works across the university on civic and community engagement. The institute offers a broad range of programs and services to the Washington University community and to partners in the St. Louis region, such as the Civic Scholars Program; Engage Democracy; St. Louis summer fellowships program; new student engagement; and Civic Engagement Fund grants for community partnerships.

## Position Summary

The Gephardt Institute for Civic and Community Engagement is hiring a paid graduate student assistant to serve as the Graduate Assistant for Student Civic Learning. This position will assist with the logistics and facilitation of the Civic Scholars Program and the St. Louis summer fellowship programs.

Alongside the institute's professional staff, the assistant will support planning and logistics for several key Civic Scholars events, such as the fall kick-off retreat and a St. Louis-based multi-day immersion experience, as well as day immersions in the St. Louis community for summer fellows. These experiences teach students the tools for informed voting, government literacy, ethical community engagement, avenues for contacting elected officials, media literacy, and public service. All Gephardt Institute programs are nonpartisan and designed to be ideologically inclusive.

The Graduate Assistant for Student Civic Learning will report to the Associate Director for Civic Engagement and will collaborate with staff, faculty, students, and community partners in the development and implementation of Gephardt Institute programming.

## Primary Duties and Responsibilities

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### **IMMERSIVE LEARNING DESIGN, LOGISTICS, AND IMPLEMENTATION**

- Support design and development of Civic Scholars and St. Louis summer fellows immersion experiences. This includes researching existing curricula, best practices, and potential guest speakers and site visits.
- Collaborate with other Gephardt Institute student and professional staff on aligning the immersion experiences with the Gephardt Institute Theory of Change, assessing impact, and retooling curriculum design accordingly.
- Manage coordination with internal and external partners to finalize immersion experience logistics. This includes researching vendors, scheduling, managing contracts, space set up, itinerary development, and preparing materials. Prior to the immersions, confirm logistics with all vendors, lead event set-up and travel coordination, and support lead instructors as needed.
- Contribute to evaluation and assessment efforts related to immersion experiences. This includes working the Gephardt Institute team on designing, implementing, and/or collecting data from participants and program partners. This may also include providing insight into logistics management to improve program efficiency, effectiveness, and equity.

- Manage communications related to immersion experiences. This includes documenting experiences through photos and stories, and collaborating with the Marketing and Communications Manager in the development of communication materials, strategy, documentation, and follow-up storytelling.
- Support cultivation and maintenance of campus and community partnerships with campus units, student groups, alumni, organizations, and vendors that may support student trainings. This includes existing partnerships and new collaboration requests.
- Support the development and facilitation of the St. Louis summer fellowship program, including educational content on ethical community engagement, civic dialogue, and the history and context of St. Louis.
- Support the planning and facilitation of additional Civic Scholars events throughout the academic year.
- Contribute to the Gephardt Institute team as a thought partner and team member to support overall goals of the initiative.
- Perform other duties consistent with the purpose of the position as assigned.

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### **SERVE AS AN ESSENTIAL MEMBER OF THE GEPHARDT INSTITUTE STAFF**

- Attend staff kick-off retreat and monthly staff meetings for ongoing professional development and institute-wide coordination.
- Support Gephardt Institute office efforts including staffing the reception desk and supporting special events.
- Participate in team efforts outside the office during special events such as the Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
- Write a semester report and update the Civic Scholars Assistant manual each semester.
- Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and standards.



## Eligibility

Washington University students who will be graduate students during the 2022-2023 academic year are eligible to apply. All disciplinary backgrounds are welcome. Students must be in good standing with the university and cannot be on academic probation.

## Desired Qualities of Successful Candidates

- Experience with event coordination and/or logistics
- Strong organizational, problem-solving, project management, and event planning skills
- Keen attention to details
- Initiative and professionalism
- Strong interpersonal and written/verbal communication skills
- Enthusiasm for democracy, civic engagement, and dialogue
- Energy, vision, creativity, sense of humor, sound judgment, tolerance for ambiguity
- Ability to function both independently and collaboratively in team-based environment
- Ability to establish and maintain collaborative relationships with staff, faculty, students, and community partners
- Enthusiasm and ability to work in a dynamic environment with multiple audiences and priorities
- Commitment to maintaining a nonpartisan and inclusive approach to all programming and communication strategies

## Time Commitment

During Summer 2022, this position will be a minimum of 20 hours per week, with an anticipated average of 20-25 hours per week. It is possible to expand duties to 40 hours per week if desired by the intern.

During the 2022-2023 Academic year, the Graduate Assistant is expected to work approximately 10-15 hours per week.

Weekly time commitment may fluctuate depending on responsibilities. Hours are flexible based on student's schedule, and generally occur between 8:30 a.m.-5:00 p.m, Monday through Friday. Retreats, immersive experiences, and special events will often involve evening and weekend commitments.

The Graduate Assistant must be available for the following confirmed dates. More dates will be provided as they are confirmed.

- Civic Scholars Fall Kick-Off Retreat: Friday, September 9 – Sunday, September 11, 2022
- Civic Scholars St. Louis Immersion: Tuesday, January 10 – Friday, January 13, 2023



## Working Conditions

This position involves frequent lifting and moving of event supplies and furniture. This position also requires the ability to travel to on- and off-campus locations. Work is primarily conducted in-person at Stix House, the Gephardt Institute's campus location.

## Duration

The internship is for summer 2022 through spring 2023, with the possibility of renewal the following year if mutually desired.

## Compensation

The Gephardt Institute's starting pay rate for graduate students is \$15.50 per hour, payable bi-weekly. Applicants with previous full-time professional experience (including national and international service such as AmeriCorps, Teach For America, and Peace Corps) may request a higher starting rate.

## Application Process

Application review will begin on **Monday, May 9 at 8:30 am** and further applications will be accepted on a rolling basis thereafter. To apply, please submit a resume and a cover letter to Alannah Glickman, Associate Director for Civic Engagement, at [aglickman@wustl.edu](mailto:aglickman@wustl.edu). If you have any questions about the position or process to apply, please contact Alannah Glickman at [aglickman@wustl.edu](mailto:aglickman@wustl.edu).

"At Washington University, we welcome difference on our campus in the form of gender, race, ethnicity, disability, neurodiversity, geography, socioeconomic status, age, political views, religion, philosophy, sexual orientation, gender identity or expression and veteran status. This is central to our mission as we continue to prepare values-oriented, compassionate individuals to be productive leaders in a global and rapidly changing society. These are not just ideals; they are competitive advantages and a central part of our relentless pursuit of excellence."

- Chancellor Andrew D. Martin

To learn more about the Gephardt Institute, please visit [gephardtinstitute.wustl.edu](https://gephardtinstitute.wustl.edu).