Internship Overview

The Gephardt Institute for Civic and Community Engagement is hiring a paid graduate student assistant to serve as the Graduate Assistant for Community Engagement. This position will assist with the operations and logistics of St. Louis Fellowship Program and Engage STL neighborhood immersion trips. Alongside the institute’s professional staff, the assistant will support planning and logistics for several key St. Louis Fellowship Events, such as St. Louis-based immersion experiences, in community events, and student presentations. These experiences teach students about the cultural and historical context of St. Louis, best practices for community engagement, and public service. All Gephardt Institute programs are nonpartisan and designed to be ideologically inclusive.

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

During Summer 2023, this position will be a minimum of 20 hours per week, with an anticipated average of 20-25 hours per week. Renewal for the academic year is available, with a minimum of 10 hours per week to support Engage STL programming.

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.

- June 17, 2023
- July 8, 2023
- July 22, 2023
- August 5, 2023

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.

Sponsoring Department

The Gephardt Institute for Civic and Community Engagement
Skills and Qualifications
Washington University students who will be graduate students during the 2023-2024 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 Skills
• 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

Primary Responsibilities
• Support planning and execution of St. Louis Fellows’ immersion experiences. This includes detailed planning for space, transportation, and meals.

• 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.

• Liaison to Marketing and 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 Fellowship, including educational content on ethical community engagement, civic dialogue, and the history and context of St. Louis.
• 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.

• **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.
  - Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and standards.

**Compensation & Benefits**
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**
To apply, please submit a resume and a cover letter to Sam Babb, Associate Director for Community Engagement, at sbabb@wustl.edu. If you have any questions about the position or process to apply, please contact Sam Babb at sbabb@wustl.edu.

**Application Timeline**
Application review will begin on Friday, April 28 at 8:30 am and further applications will be accepted on a rolling basis thereafter. Desired start date is June 12, 2023.