Graduate Assistant for Community Engagement

Paid Graduate Assistantship for 2023-2024

**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 various community-facing programming opportunities for Washington University students including but not limited to; The St. Louis Fellows Program, Engage STL, and the St. Louis Impact Fund.

Alongside the institute’s professional staff, the assistant will support planning and logistics for several key 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 the 2023-2024 academic year, this position will be a minimum of 10 to 15 hours per week, with the option to renew over the summer.

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.

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 various and programming supporting St. Louis engagement. This includes detailed planning for space, transportation, and meals.

- Manage coordination with internal and external partners to finalize event. 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.

- 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 Community Engagement programming, including educational content on ethical community engagement, civic dialogue, and the history and context of St. Louis, aligned with the Institute’s Framework for Community Engagement

- 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 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, August 25 **at 8:30 am** and further applications will be accepted on a rolling basis thereafter. Desired start date is September 11, 2023.