Job Description

Position Title: Graduate Assistant for Civic Engagement

Office: Student Leadership and Civic Engagement

Reports to: Director of Student Leadership and Civic Engagement

Date: 2014

Primary Purpose: The Graduate Assistant for Civic Engagement will identify, promote, coordinate, and build student interest and engagement regarding community service activities. The Graduate Assistant for Civic Engagement will identify, promote, coordinate, and build student interest regarding campus-based and community service projects in the Miami-Dade, Broward, Palm Beach counties, for areas around Florida and surrounding Student Educational Centers as well as . Day-to-day responsibilities include ongoing consultation with assigned student organizations as well as assistance with specific initiatives outlined below.

Essential Job Functions:

- Assist with the coordination, logistics, travel, risk management, site selection, recruitment of student participants, participant training, and on-site reflection for all service trips including local, national, and international sites
- Develop and implement training for all student site leaders
- Coordinate service events for NSU Make A Difference Week and Days of Service (including but not limited to Martin Luther King Jr. Day of Service)
- Aid in facilitation and promotion of service opportunities on campus
  - Assist faculty members to integrate civic engagement/service into their curriculum
  - Provide information and resources to support quality faculty and student experiences
- Meet with individuals and/or groups to assist them in designing service projects that serve both NSU and the tri-county area that meet their interests
- Assist in serving as a clearinghouse for civic engagement for all NSU staff, students, and alumni
Essential Job Functions (Continued):

- Aid in development and maintenance a comprehensive database of community service organizations within the local community
- Organizational Coaching: All SLCE GA’s will serve as part of the overall student organization consulting team with responsibilities including:
  - Meeting regularly with the leadership of assigned registered student organizations
  - Attending organizational meetings as appropriate
  - Assisting those students in developing clear mission and vision statements
  - Advising those student leaders in identifying measurable and realistic goals
  - Assisting with developing organizational standards for active membership
  - Developing group specific recruitment and retention strategies
  - Meeting with and acting as liaison with organizational advisor
  - Acting as a resource for other organizational efforts as needed
- Attend all training session and division-wide meetings as deemed appropriate
- Must be able to work evenings and weekends occasionally
- All other duties as assigned

Minimum Qualifications

- Bachelor’s degree in an appropriate field
- Enrolled in a graduate professional program at NSU. (with emphasis in College Student Affairs preferred)
- Experience leading community service projects and/or groups
- Familiarity with Microsoft Word, Excel, Power Point and Publisher; Email, Internet, and basic computer knowledge
- Demonstrate ability to work independently and with a team