The Center for Civic and Community Engagement in Campus Life is seeking two (2) Graduate Assistants for the spring semester 2024 including the summer and there is the potential for extension into the next academic year. These positions are designed to assist in the coordination of Emory’s university-wide Civic and Community Engagement Roundtable, a group of 50+ civic and community engagement practitioners and decision-makers from across the entire Emory enterprise. In addition, the Graduate Assistants will support Center for Civic and Community Engagement training efforts and student outreach. The two Graduate Assistants will also take part in engaging the graduate student community at Emory and also assist with leadership of the Social Justice Education team. Lastly, the Graduate Assistants will prepare report drafts for Volunteer Emory and assist with other tasks in those programs as appropriate.

The positions offer insights into and experiences of the field of university-based civic and community engagement in an office that seeks to build and maintain partnerships and collaboration at Emory, across metro Atlanta (including partnerships and collaborations with other area universities), as well as nationally through Campus Compact and The Research University Civic Engagement Network (TRUCEN). The work with the Roundtable offers unique experiences of the workings of an R1-research institution, while the programmatic and assessment work highlights facilitating and improving dynamic, student and other stakeholder facing programs which aim to build a more welcoming and supportive world in which everyone can flourish.

Both positions are for up to 10 hrs./wk. at a rate of $20 per hour. Final division of responsibilities will be made in consultation with the eventual Graduate Assistants with their interest, skills, and time availability in mind.

**Who:** The ideal candidates for these positions are advanced Ph.D. students (past coursework) or Ph.D. candidates with an interest in civic and community engagement and its best/common practices. The candidates should find joy in project-based, fast-paced, versatile, and collaborative work across the entire university and in the community with various stakeholders. Preferred qualifications include (but are not limited to):

- Some knowledge of a number of Emory functional units/departments as well as stakeholder groups such as alumni (i.e. the ideal candidate will be an active participant of the Emory community and have had an opportunity to connect with many programs/initiatives across Emory already).
- Teaching and leading workshops experience
- Excellent written communication skills and expertise in compelling storytelling as well as the ability to connect easily with people from diverse backgrounds and cultures
- Experience with and joy in interacting with students, faculty, staff, alumni, and community partner organizations and members
- Knowledge of graduate student networks and various university stakeholders

**When:** The position is open to be filled as soon as possible. Applications in the form of a cover letter and CV will be accepted Byron Jones, Associate Director of Civic and Community Engagement at Byron.jones@emory.edu until positions filled. Position is funded through the end of the summer 2024 and there is the possibility for re-hire for academic year 2024-25.
Graduate Assistant (1) Responsibilities:

This role is responsible for leading in-house training efforts.

- Work closely with the Social Justice Education team to train new incoming staff members and oversee student-led programming in overseeing their planning in executing programming including but not limited to: checking in with team leader monthly, organizing transportation as necessary, making sure room requests are booked, placing catering orders, and communicating directly with the Assistant Director and Director regarding any and all updates.
- Lead Training sessions and workshops for new members drawing on your research and University resources.
- Participate in Monday night meetings when available from 7-8:30 in Callaway N101
- Assist with Days of Service with set-up and clean-up as needed.
- Assist students in connecting to both on-campus and off-campus resources for their student-led programming.
- Serve as direct liaison between the Social Justice Education Team and Directors.
- Helping foster leadership capacities through interactions with students, consistent group meetings, checking in, and providing evaluation and strong feedback along with pro-staff; acting as direct liaison between the team and pro-staff.
- Set goals with the team for programming next semester at retreat April 5-7.

Graduate Assistant (2) Responsibilities:

This role is responsible for leading campus-wide outreach efforts.

- Lead outreach efforts to graduate student service organizations.
- Connect graduate student networks to the office via programming and service opportunities.
- Lead search for graduate student and faculty Learning Partners for alternative breaks.
- Participate in Monday night meetings when available from 7-8:30 in Callaway N101
- Assist with Days of Service with set-up and clean-up as needed.
- Work with graduate student assistant to lead professional development opportunities for students.
- Find campus-wide service opportunities on campus.
- Connect with graduate student organizations leading campus-wide service opportunities such as Care packaging opportunities and letter-writing and/or assist in creating opportunities for service on-campus.
- Identifying professional development opportunities for students such as scheduling resume workshops with the Career Center.