Position Description

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, democratic deliberation, 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.

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 graduate student.

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

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 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 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 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.

• **Serve as an essential member of the Gephardt Institute staff:**
  
  o Attend staff kick-off retreat and monthly staff meetings for ongoing professional development and institute-wide coordination.
  
  o Support Gephardt Institute office efforts including staffing the reception desk and supporting special events.
  
  o Participate in team efforts outside the office during special events such as the Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
  
  o Write a semester report and update the Civic Scholars Assistant manual each semester.
  
  o 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 Alannah Glickman, Associate Director for Civic Engagement, at aglickman@wustl.edu. If you have any questions about the position or process to apply, please contact Alannah Glickman at aglickman@wustl.edu.

**Application Timeline**

Application review will begin on **Monday, May 9 at 8:30 am** and further applications will be accepted on a rolling basis thereafter.