GRADUATE ASSISTANTSHIP: LEDONIA WRIGHT CULTURAL CENTER & CENTER FOR LEADERSHIP & CIVIC ENGAGEMENT

PROGRAM OVERVIEW
The Ledonia Wright Cultural Center (LWCC) and the Center for Leadership & Civic Engagement (CLCE) lead with vision, compassion, ethics, transparency, and we always put our students first. We stay current with student development theory and cultural center best practices and develop tools to measure student involvement through the Centers and the impacts on student retention and persistence. LWCC and CLCE are located physically on campus and organizationally within Intercultural Affairs, Student Involvement and Leadership and Student Affairs.

THE UNIVERSITY
East Carolina University® is a constituent institution of the University of North Carolina System and has an enrollment of 28,798 students (as of fall 2020), making it North Carolina’s fourth-largest institution of higher learning. Adjacent to a vibrant uptown district, ECU’s Main Campus is in the heart of Greenville, North Carolina, a city of more than 93,000 people. Greenville is the hub of North Carolina’s coastal plain and serves as a business, medical and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and is within easy driving distance of coastal resorts.

REQUIREMENTS FOR CANDIDACY
Applicants should possess a bachelor’s degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. Applicants may be from any discipline, but most relevant majors are Sociology, Social Work, Marriage and Family Counseling, Public Policy, Education, Anthropology, International Studies and Psychology. Additionally, all applicants should be in good academic, conduct and behavior standing with East Carolina University, as well as local, state, and federal laws. Qualified applicants should exhibit excellent oral and written communication skills, interpersonal and organizational skills, and analytical abilities.

Qualified applicants should possess knowledge of teamwork, knowledge of poverty and social justice, exercise high levels of independent judgment, and a high level of comfort with technology and social media. Applicants should be aware that the subject matter that the office covers regarding programs will center around social justice and equity, so they should be able to handle difficult conversations.

SCOPE OF POSITION
This position, awarded to a registered graduate student in good standing with the University, will work within the CLCE/LWCC to provide administrative and advisory support to signature educational programs. The Graduate Assistantship is based upon a flexible weekly and weekend schedule of approximately 20 hours per week during the academic semesters; the GA expected to maintain a GPA of at least 3.0. The Assistant Director of CLCE and Assistant Director of LWCC are the Graduate Assistant’s immediate supervisor.

As a result of this Graduate Assistant position, student will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

- **Advising and Helping:** Addresses the knowledge, skills and attitudes related to providing counseling and advising support, direction, feedback, critique, referral, and guidance to individuals and groups.
- **Personal Foundations:** Involves the knowledge, skills and attitudes needed to maintain emotional, physical, social, environmental, relational, spiritual, and intellectual wellness; be self-directed and self-reflective; maintain excellence and integrity in work; be comfortable with ambiguity; be aware of one’s own areas of strength and growth; have a passion for work; remain curious.
- **Leadership:** Addresses the knowledge, skills and attitudes required of a leader, whether it be a positional leader or a member of the staff, in both an individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.
- **Social Justice and Inclusion:** Includes the knowledge, skills, and dispositions needed to create learning environments that foster equitable participation of all groups and seeks to address issues of oppression, privilege, and power.

RESPONSIBILITIES
1. Assist with daily operations of CLCE & LWCC
2. Communicate updates and specific program needs with CLCE & LWCC professional staff as needed. This could include, but not limited to assessment reports and grants.
3. Maintain ongoing communication about CLCE & LWCC to the campus community.
4. Attend and/or present at specific CLCE, LWCC, SIL, Student Affairs, and North Carolina Campus Compact conferences and workshops (including, but not limited to, ECU Student Success Conference, NC Civility Summit, Student SJTI, etc.)
5. Assist with assigned work teams and campus committees as needed.
6. Plan and serve as student lead on Alternative Break Experiences.
7. Advise the Center for Leadership & Civic Engagement (CLCE) on Signature Programs. This includes but not limited to marketing, programming, budgeting, and leadership team development, leadership retreats, on-going education/leadership programs, special events, fundraisers, and grant opportunities.
8. Supervision of CLCE Student Leadership Assistants (undergraduate student staff), signature program coordinators, and leadership teams. This includes but not limited to assisting in the development of student leadership positions, selection, training, evaluation, and retention of student coordinators and leaders.
9. Advise and support the Parents’ Association Scholarship cohort. This includes but not limited to marketing selection, programming, budgeting, and leadership team development, semester workshops, and tracking service hours and leadership development.
10. Ensure collaborative working relationships with CLCE community partners, which includes all CLCE Signature Program partners and audiences such (student coordinators, leadership team, community partners, CLCE staff, SIL professional staff, faculty, businesses, and other external partners).
11. Develop and lead Lunch and Learn programming for CLCE Student Leadership Assistants on a monthly basis.
12. Serve and assist with the Pirates Give Committee and National Days of Service. Ledonia Wright Cultural Center Responsibilities:
13. Plan and implement A.L.A.N.A. academic success workshops monthly as a continuation of the Multicultural Mirrors program.
14. Advise and support student cultural organizations. This includes but not limited to scheduling Cultural Organization Collaboration meetings, maintaining a collaborative programming calendar of student organizations, assisting them in requesting and understanding LWCC resources.
15. Serve and assist with Martin Luther King Jr Week of Celebration events.
16. Oversee marketing development and promotions for signature programs with support of LWCC professional staff and LWCC creative team.
17. Oversee monthly Academic & Career Success programming and workshops.
18. Oversee large scale A.L.A.N.A. initiatives such as the fall scholar recognition and the Ascendance graduation ceremony.

**GRADUATE ASSISTANT EMPLOYMENT DETAILS**
- Expected work dates to be August 3, 2021 – May 7, 2022.
- Stipend of $10,500 for 2021-2022 academic year, which will be paid $552.63 semi-monthly for nineteen (19) pay periods.
- Tuition and fee scholarship for Fall 2021 semester equal to the rate of a full-time, in-state graduate student. This scholarship does not constitute payment for any services provided and may be renewed for the Spring 2022 semester upon satisfactory work performance and fulfillment of Graduate Assistant position contract requirements.
- Out of State waiver; not applicable.

**APPLICATION PROCESS**
- To apply for this position please email the following documents to jamesmar@ecu.edu - updated resume, and list of three references including name, phone number, and email address. Final candidates will be contacted to arrange a time for an interview.
- For additional information about this specific Graduate Assistantship, contact Mariza James jamesmar@ecu.edu, Assistant Director of the LWCC or Tara Kermiet at kermiett16@ecu.edu, Associate Director for CLCE
- Filling of this position is contingent upon the availability of funds.
- **Priority deadline date for applicants is July 15, 2021.**