**GRADUATE ASSISTANTSHIP**

**PROGRAM OVERVIEW**
The Center for Leadership & Civic Engagement at East Carolina University, in partnership with local, regional, and international communities, seeks to foster an environment where individuals learn about themselves and their community, take action through service, and advocate for lasting social change.

**THE UNIVERSITY**
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of over 29,000 students, making it North Carolina’s fourth largest institution of higher learning. The main campus is adjacent to uptown Greenville, NC, a city of over 70,000 people. Greenville is the hub of the eastern North Carolina coastal plains and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and 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. Additionally, all applicants should be in good 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 organization skills, possess some knowledge of poverty and social justice. Be comfortable working in a kitchen/community setting as needed. Possess knowledge of teamwork, exercise high levels of independent judgment, and a high level of comfort with technology and social media such as: OrgSync, online reporting tools, and Microsoft Office.

**SCOPE OF POSITION**
This position, awarded to a registered graduate student in good standing with the University, will work within the Center for Leadership & Civic Engagement to provide administrative and advisory support to signature leadership and service programs. The Graduate Assistantship is based upon a flexible weekly and weekend schedule of approximately 20 hours per week during the academic semesters; expected to maintain a GPA of at least 3.0. The Assistant Director of Center for Leadership & Civic Engagement is 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.

**RESPONSIBILITIES**

1. Advise Center for Leadership and Civic Engagement (CLCE) Signature Programs. This includes but not limited to: marketing, programming, and leadership team development, leadership retreats, on-going education /leadership programs, special events, fundraisers, and grant opportunities.
2. Supervision of Student Leadership Assistant (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.
3. Oversee marketing development and promotions for signature programs with support of CLCE professional staff.
4. Advise and support the Parents’ Association Scholarship cohort. This includes but not limited to: marketing and selection, programming and leadership team development, semester workshops, and tracking service hours and leadership development.
5. Develop, plan, implement annual service and leadership events and on-going educational programs such as but not limited to:
   a. Student Leadership Retreat (Fall)
   b. Marketing and promotion events such as Open House and Service Fairs (Fall/Spring)
   c. Student Leadership Programming (Monthly)
6. Communicate Signature Programs updates and specific program needs with CLCE professional staff as needed. This could include but not limited to CLCE assessment reports and grants.
7. 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).

8. Conduct feasibility research/needs assessment for current/new campus and community partners and specific program needs.

9. Assist in the development of current/new community and campus partnerships and CLCE Signature Programs.

10. Ensure that the Signature Programs organization is operating in conformity with the standards set forth by East Carolina University and the Student Activities and Organizations Office.

11. Oversee and assist managing CLCE Signature Programs budgets.

12. Assist with assigned work teams in CLCE.

13. Plan and serve as student lead on Alternative Breaks.

14. Develop and lead Lunch and Learn programming for Student Leadership Assistants on a monthly basis.

15. Serve and assist with the Pirates Give Committee and National Days of Service.

**GRADUATE ASSISTANT EMPLOYMENT DETAILS**

- Expected work dates are August 19, 2019 – December 12, 2019 and January 13, 2020 – May 7, 2020
- Stipend of $9,427.00 for 2018-2019 academic year, which will be paid $523.72 semi-monthly for eighteen (18) pay periods beginning August 31, 2019 and ending May 15, 2020.
- Tuition and fee scholarship for Fall 2019 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 2020 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 dennisa15@ecu.edu: cover letter, updated resume, and list of three references including name, phone number, and email address. For additional information about this Graduate Assistantship, contact Alex Dennis, Assistant Director, at (252) 737-4988 or dennisa15@ecu.edu.
- Filling of this position is contingent upon the availability of funds.
- Priority deadline date for applicants is February 8, 2019.