**GRADUATE ASSISTANTSHIP**

**PROGRAM OVERVIEW**
The Lucille W. Gorham Intergenerational Community Center (IGCC) is a unique partnership between ECU, the City of Greenville, Pitt Community College, and West Greenville. The center offers four core programs: Youth Excelling for Success afterschool and summer program, Community Nurturing Garden, IGCC Fit, and the Youth Apprenticeship Program. Within the university’s structure, IGCC is housed within the Student Involvement and Leadership unit in the Division of Student Affairs.

**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 downtown Greenville, NC, a city of over 70,000 people. Greenville is the hub of the eastern North Carolina coastal plain 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 distances of coastal resorts and the Outer Banks.

**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, and possess some knowledge of poverty and social justice. Be comfortable working in a community center setting. Possess knowledge of grant-writing, teamwork, exercise high-levels of independent judgment, and comfort with technology and social media such as: OrgSync, online reporting tools, and social media. Preference will be given to students with backgrounds in social work, public health, health management, and related fields.

**SCOPE OF POSITION**
This position, awarded to a registered graduate student in good standing with the University, will work within the Intergenerational Community Center to provide administrative support to signature community programs. The Graduate Assistantship is based upon a flexible weekly and weekend schedule of approximately 25 hours per week during the academic semesters; expected to maintain a GPA of at least 3.0. The IGCC Family Coordinator 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. Supervision of undergraduate student interns and student staff. This includes but not limited to assisting in the development of student leadership positions, selection, training, evaluation and retention of student coordinators and leaders. Also includes marketing, programming and leadership team development, leadership retreats, on-going education / leadership programs, student payroll, performance assessment, and special events.
2. Assist director in identifying and applying for community-based grants to support the work of the center.
3. Provide administrative support of reception/hospitality desk and manage all functions of welcoming visitors to the center.
4. Attend and/or present at specific IGCC/SIL, Student Affairs, community development, and other relevant conferences and workshops.
5. Serve and assist with National Days of Service in collaboration with CLCE to ensure substantive student involvement and experiential learning.
6. Assist with production of IGCC newsletter.
7. Assist with IGCC Day and other community events sponsored by IGCC.
8. Serve as main point of contact for IGCC website updates.
GRADUATE ASSISTANT EMPLOYMENT DETAILS

- Expected work dates are August 20, 2018 – December 14, 2018 and January 7, 2019 – May 3, 2019
- Stipend of $9,427.00 for 2018-2019 academic year, which will be paid $523.72 semi-monthly for eighteen (18) pay periods.
- Tuition and fee scholarship for Fall 2018 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 2019 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 jordanma15@ecu.edu: cover letter, updated resume, and list of three references including name, phone number, and email address. For additional information about this specific Graduate Assistantship, contact Maurice Jordan, Family Coordinator, at (252) 328-5803 or jordanma15@ecu.edu.
- Filling of this position is contingent upon the availability of funds.
- Priority Deadline Date for applicants is June 1, 2018.