

Graduate Fellow for the Center for Civic Engagement, 2024-25

The Graduate Fellow will engage Shenandoah University students, faculty, and staff to support the mission and goals of the Center for Civic Engagement and the mission of the University as a whole. The Graduate Fellow will support the operations of the Center in addition to delving into community engagement projects, as designated by the Director of the Center for Civic Engagement. Projects may include but are not limited to: creating and leading service opportunities, democratic engagement programs, deliberative dialogue programs, and individual meetings with students to address the opportunity for service and civil discourse; and scholarly research around topics of social concern. The Graduate Fellow will also be expected to use means of electronic marketing for the Center.

The position is designed to be for the academic year of 2024-25 with the opportunity of continued employment during future semesters pending satisfactory performance. The position carries a tuition reimbursement to cover up to 9 credit hours of graduate course credit during each semester worked. The position is responsible for working a minimum of 15 and a maximum of 20 hours a week in the semesters worked. The start date will be based on the 2024-25 academic calendar. Miscellaneous fees and curriculum fees are not covered by the assistantship. In addition to this, the candidate will be given a stipend of \$500 each semester.

Responsibilities include, but are not limited to:

- Support the CCE work study students in the planning and implementation of programs and events in the areas of local volunteer opportunities, deliberative dialogue events and voter engagement activities
- Create and manage the CCE newsletter and Division of Student Affairs monthly report; manage the CCE Gmail account (serve@su.edu)
- Create and maintain relationships with local community partners on behalf of the CCE
- Support and attend CCE events on campus, sometimes during night and weekend hours, as academic schedule allows
- Support the CCE work study staff by managing office tasks and creating opportunities for them to collaborate and interact

Required Qualifications: Candidate must...

- Be enrolled at Shenandoah University as a full-time graduate student and be available for this position for the entire 2023-24 academic year
- Be interested in the furtherance of the missions of the Center for Civic Engagement and of Shenandoah University
- Demonstrate excellent writing skills, capability of working independently, research capability, creativity, and high interpersonal skills, and innovative scholarship
- Demonstrate an understanding and strong interest in service and community engagement
- Be proficient in social media and Google Drive, and willing to learn MailChimp, HelperHelper and other apps
- Maintain at least a 3.0 grade point average in all course work

Application Process

To be considered, please submit a resume and a cover letter addressing your interest in this position to Rebecca Gibson at rgibson@su.edu. Candidates must also provide two letters of recommendation, with at least one being from a faculty member. Approved candidates will be interviewed by the Director of Civic Engagement.