



SHENANDOAH[®]
U N I V E R S I T Y

Civic Engagement

Graduate Fellow for the Center for Civic Engagement, 2021-2022

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, civic 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 fall and spring semesters of 2021-22, with the possibility of renewal in 2022-23, pending satisfactory performance. The position carries a tuition reimbursement to cover up to 9 credit hours of graduate course credit during the fall of 2021 and 9 credit hours of graduate course credit in the spring of 2022. The position is responsible for working 20 hours a week in both semesters. The start date will be Monday, August 16th, 2021 and the end date will be Friday, May 20, 2022. 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:

- Plan and organize local volunteer opportunities for students
- Help manage, assess and record service activities across the campus
- Maintain and manage the Civic Action Scorecard
- Create and manage the weekly CCE newsletter
- Plan and implement civic dialogue opportunities for students
- Partner and support faculty service-learning experiences
- Promote, and organize the annual WATTS Night Out fundraiser
- Organize, recruit, and plan for the weekly WATTS volunteering program
- Create and maintain relationships with local community partners

Required Qualifications:

- Be enrolled at Shenandoah University as a full-time graduate student and be available for this position for the entire 2021-22 academic year
- Student must be interested in the furtherance of the missions of the Center for Civic Engagement and of Shenandoah University
- Demonstrate an understanding and strong interest in service and community engagement
- Student must be able to provide own transportation to community events
- Graduate Fellow will be asked to demonstrate excellent writing skills, capability of working independently, pose research capability, creativity, and high inter-personal skills, and innovative scholarship
- Candidate must demonstrate proficiency in social media, Google Drive, and web maintenance

Application Process

To be considered, submit a resume and a cover letter addressing your interest in this position to Keith Jones Pomeroy at kjonespo@su.edu. Candidates must also provide two recommendations, with at least one being from a faculty member. Approved candidates will be interviewed by Director of Civic Engagement.