

Graduate Fellow for the Center for Civic Engagement, 2023-24

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 2023-24 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 2023-24 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:

- Help plan and organize local volunteer opportunities for students
- Create and manage the CCE newsletter and Division of Student Affairs monthly report; manage the CCE gmail account (serve@su.edu)
- Plan and implement deliberative dialogue opportunities for students
- Partner and support faculty service-learning experiences
- Promote, plan, and organize the annual WATTS volunteer training event
- Organize, recruit, and plan for the weekly WATTS volunteering program
- 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
- Plan and implement voter engagement activities and events during the election season

Required Qualifications:

- Be enrolled at Shenandoah University as a full-time graduate student and be available for this position for the entire 2023-24 academic year
- Student must be interested in the furtherance of the missions of the Center for Civic Engagement and of Shenandoah University
- Graduate Fellow will be asked to 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

- Candidate must demonstrate proficiency in social media, Google Drive, and web maintenance
- Maintain at least a 3.0 grade point average in all course work

Application Process

To be considered, 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.