EMORY CENTER FOR CIVIC AND COMMUNITY ENGAGEMENT GRADUATE ASSISTANT POSITION

What: The Center for Civic and Community Engagement in Campus Life is seeking two (2) Graduate Assistants for the spring semester 2021 including the summer and there is the potential for extension into the next academic year. These positions are designed to assist in the coordination of Emory’s university-wide Civic and Community Engagement Roundtable, a group of 50+ civic and community engagement practitioners and decision-makers from across the entire Emory enterprise. In addition, the Graduate Assistants will support Center for Civic and Community Engagement assessment efforts and implement survey instruments. The two Graduate Assistants will also take part in engaging the graduate student community at Emory and also interface with Post-doc led efforts through our offices partnership in the Screen Time with a Scientist initiative. Lastly, the Graduate Assistants will prepare report drafts for Volunteer Emory and SHINE: Education, Engagement, Partnership. and assist with other tasks in those programs as appropriate.

The positions offer insights into and experiences of the field of university-based civic and community engagement in an office that seeks to build and maintain partnerships and collaboration at Emory, across metro Atlanta (including partnerships and collaborations with other area universities), as well as nationally through Campus Compact and The Research University Civic Engagement Network (TRUCEN). The work with the Roundtable offers unique experiences of the workings of an R1-research institution, while the programmatic and assessment work highlights facilitating and improving dynamic, student and other stakeholder facing programs which aim to build a more welcoming and supportive world in which everyone can flourish.

Both positions are for up to 10 hrs./wk. at a rate of $18 per hour. Final division of responsibilities will be made in consultation with the eventual Graduate Assistants with their interest, skills, and time availability in mind.

Who: The ideal candidates for these positions are advanced Ph.D. students (past coursework) or Ph.D. candidates with an interest in civic and community engagement and its best/common practices. The candidates should find joy in project-based, fast-paced, versatile, and collaborative work across the entire university and in the community with various stakeholders. Preferred qualifications include (but are not limited to):

- Familiarity with qualitative and quantitative assessment practices and survey tools
- Some knowledge of a number of Emory functional units/departments as well as stakeholder groups such as alumni (i.e. the ideal candidate will be an active participant of the Emory community and have had an opportunity to connect with many programs/initiatives across Emory already)
- Web-design experience (especially with Cascade, which Emory official websites use) and social media expertise
- Excellent written communication skills and expertise in compelling storytelling as well as the ability to connect easily with people from diverse backgrounds and cultures
- Experience with and joy in interacting with students, faculty, staff, alumni, and community partner organizations and members

When: The position is open to be filled as soon as possible. Applications in the form of a cover letter and CV will be accepted by Johannes Kleiner, Associate Director of Civic and Community Engagement at jkleine@emory.edu through Sunday February 21, with interviews beginning that week. Position is funded through the end of the summer 2021 and there is the possibility for re-hire for academic year 2021-22.