



# Student Engagement Specialist

## Position Announcement

 Washington University in St. Louis

GEPHARDT INSTITUTE FOR  
CIVIC AND COMMUNITY ENGAGEMENT

To Apply:  
[jobs.wustl.edu](https://jobs.wustl.edu)

## About The Gephardt Institute

The Gephardt Institute for Civic and Community Engagement's mission is to foster a vibrant culture of civic engagement across Washington University, realized by engaged citizens, scholarship, and partnerships that advance the collective good. Through both academic and co-curricular initiatives, the institute educates students for lifelong engaged citizenship, catalyzes partnerships that respond to St. Louis needs and priorities, and infuses civic engagement throughout the Washington University experience.

As a university-wide interdisciplinary initiative, the Gephardt Institute serves all undergraduate and graduate students, partners with St. Louis community organizations and units throughout the university, and reports to the Provost's Office. The institute is non-partisan and proactively seeks to support and include diverse backgrounds, perspectives, and ideologies, with strong attention to equity.

The Gephardt Institute was founded in 2005 by Congressman Dick Gephardt, who envisioned an "action tank" - rather than a think tank - that would inspire and equip young people to actively participate in our democracy. Our team is comprised of individuals who are mission-driven, values-focused, dynamic, collaborative, visionary, and passionate about the role of civic engagement in a thriving democracy. The institute upholds the values of inquiry, empathy, collaboration, integrity, equity, and action.

The institute is located in the historic Stix House as its sole occupant and works across the university on civic and community engagement. The institute offers a broad range of programs and services to the Washington University community and to partners in the St. Louis region, such as the Civic Scholars Program; Engage Democracy; St. Louis summer fellowships program; new student engagement; and Civic Engagement Fund grants for community partnerships.

## Position Summary

The Student Engagement Specialist leads Gephardt Institute outreach and engagement initiatives with students at all levels of Washington University, including prospective, admitted, undergraduate, and graduate/professional students. With an eye toward broad and strategic outreach, this position focuses on engaging students to foster their awareness and involvement in Gephardt Institute programs and the breadth of civic learning and engagement opportunities at Washington University and in St. Louis.

The Gephardt Institute envisions that Washington University students will embrace St. Louis as a vital part of their education. This includes learning from and collaborating with community partners, applying their talents to affect positive change in their communities, and graduating with the knowledge, skills, and commitment to actively engage in the process of democracy and contribute to the pursuit of a thriving democracy.

This position facilitates student awareness and involvement in civic life through the planning and execution of engagement initiatives and events, new student orientation programming focused on engagement with the St. Louis community, coordinating key aspects of the Gephardt Student Internship Program, and serving as a primary point of contact for students and student-led groups.

This position requires a strong commitment to diversity, inclusion, equity, and access. This position also requires a strong commitment to non-partisanship and to engagement of all Washington University students regardless of their political positions.

## Primary Duties and Responsibilities

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### **STRATEGIC INITIATIVES FOR STUDENT AWARENESS AND ENGAGEMENT:**

Identifies and advances strategies to foster students' learning, participation, and engagement with the Gephardt Institute and other civic engagement opportunities through Washington University and in St. Louis. Responsibilities include:

- Identifies and plans innovative and emerging strategies to engage with students, both in person and digitally.
- Builds relationships and maintains visibility with a wide range of students to understand their perspectives, with a focus on diverse and underrepresented groups; conveys key themes to Gephardt Institute staff for consideration in program design.
- Identifies strategies for cultivating student awareness and involvement in St. Louis civic and community issues.
- Identifies, develops and supports student engagement experiences in the St. Louis region.
- Collaborates with Institute and campus colleagues on development of key messages, content, and outreach and engagement strategies that resonate with students.

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## **STUDENT OUTREACH:**

Manages student outreach initiatives to engage undergraduates, graduate students, prospective students, and admitted students with resources to connect with and learn through civic engagement. Responsibilities include:

- Coordinates and facilitates Institute plans for presentations, tabling, and related outreach to students, student-led groups, and student-facing departments. Manages flow of inquiries and requests for workshops, consultations, referrals, and community engagement experiences. Ensures that requests are met by Institute staff and, at times, fulfills the needs directly.
- Identifies and cultivates new outlets for outreach and engagement, with an emphasis on strategic and data-informed initiatives.
- Collaborates with the Evaluation and Assessment team to track and evaluate outreach initiatives and measure their impact.

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## **PROGRAMMING:**

Manages a broad spectrum of campus activities and programs that focus on outreach and engagement of students, such as orientation programming, the Civic & Community Engagement Fair, Civic Action Week, information sessions, drop-in hours, special events, and initiatives to activate student engagement with Stix House. Responsibilities include:

- Collaborates on the planning, development, implementation and assessment of civic and community engagement programming for first year student orientation.
- Collaborates on events with Institute colleagues and partners to develop program purpose, content, marketing, and communication strategies.
- Cultivates and sustains relationships with student-facing colleagues and student leaders to increase the impact and reach of engagement initiatives.
- Collaborates with Gephardt Institute staff on civic and community engagement educational workshops for students and student groups.
- Develops responsive programming related to civic engagement, public discourse, campus events, and student interests.
- Facilitates Gephardt Student Internship Program to foster student learning and impact through roles that advance the institute's strategic priorities and programs.
- Facilitates Student Advisory Council to foster student involvement and input that informs Gephardt Institute programs, services, and strategies.
- Fosters a sense of community and belonging at the Gephardt Institute office (Stix House) for students through drop-in programming and special events.

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### SERVES AS ESSENTIAL MEMBER OF THE GEPHARDT INSTITUTE TEAM

- Collaborates with program staff, operations staff, and relevant stakeholders to coordinate planning, implementation, evaluation, and continuous improvement of all Gephardt Institute programs and services.
- Contributes to initiatives, meetings, and events of the Gephardt Institute, including donor cultivation and stewardship, developing strategy and vision for initiatives, planning processes, special projects, and special events.
- Performs other duties as assigned.

## Applicant Special Instructions

Please include a cover letter and resume with your submission.

## Preferred Qualifications

- Washington University undergraduate degree.
- Master's degree in Student Affairs, Social Work, or a related field.
- Co-curricular and/or paid leadership experience working with college students through a Student Affairs office, student-run organization, or related role.
- Demonstrated experience and skill with event management and program design.
- Excellent organizational, planning, problem-solving, project management, and event planning skills.
- Strong time management, attention to detail, ability to manage multiple priorities, and ability to forecast and plan work, while maintaining a landscape view of priorities, values, and vision.
- Excellent verbal and interpersonal skills with ability and sensitivity in engaging with a racially, culturally, and socioeconomically diverse range of stakeholders, including students, campus colleagues, alumni, community partners, donors and prospective donors, and senior-level administrators and external advisors.
- Commitment to continuous learning about inclusion, diversity, equity, and access.
- Strong ability to take ownership in driving and executing program plans and improvement cycles.
- Demonstrated experience and enthusiasm for civic engagement, community engagement, civic learning, community development, community partnerships, social change, and/or related areas.

## Required Qualifications

- Bachelor's degree.
- Graduates with a May 2022 degree are encouraged to apply.

## Critical Skills and Expertise

- Commitment to the Gephardt Institute's values of Inquiry, Empathy, Collaboration, Integrity, Equity, and Action.
- Energy, vision, initiative, creativity, empathy, humility, tolerance for ambiguity, ability to embrace and navigate change, sound judgment, diplomacy, tact, and sense of humor.
- Enthusiasm and ability to work in a dynamic, highly collaborative environment with multiple functions, audiences, and priorities.
- Ability to function both independently and collaboratively in a team-based environment.
- Ability and willingness to work early morning, evening, and weekend hours for events, special projects, and deadlines in service to students and the Institute's mission.

"At Washington University, we welcome difference on our campus in the form of gender, race, ethnicity, disability, neurodiversity, geography, socioeconomic status, age, political views, religion, philosophy, sexual orientation, gender identity or expression and veteran status. This is central to our mission as we continue to prepare values-oriented, compassionate individuals to be productive leaders in a global and rapidly changing society. These are not just ideals; they are competitive advantages and a central part of our relentless pursuit of excellence."

- Chancellor Andrew D. Martin