

Special Projects Assistant

Paid Internship for Spring 2024

Position Overview

[The Gephardt Institute for Civic and Community Engagement](#) is hiring a paid undergraduate or graduate student assistant to serve as a project assistant. This position will assist with the logistics and event planning of Institute programming, support the analysis of program impact, and support strategic planning for the Institute.

The Special Projects Assistant will report to the Director of Programs and Operations will collaborate with staff, faculty, students, and campus partners. Student staff work alongside other students to support institute logistics, planning and impact analysis.

Responsibilities include, but are not limited to the following:

1. Support the building of logistical infrastructure for Institute programming including, but not limited to, developing communications, tracking and organizing information, assisting with the marketing and outreach to students, faculty, and staff, and the coordination event details.
2. Assist in the analysis of Institute data, including attendance and event feedback data.
3. Support strategic planning efforts including the support of the Communications Advisory Committee, which creates guidelines for the Gephardt Institute brand.
4. Support Institute operations, including maintaining a list of diverse caterers and vendors in the St. Louis area, and developing event plans.
5. Support emerging spring projects and other duties as assigned. These may include Engage Democracy 2024 events and developing project plans for key events.

Serve as an essential member of the Gephardt Institute staff:

- Attend monthly staff meetings for ongoing professional development and institute-wide coordination.
- Support Gephardt Institute office efforts including staffing event welcome desks and supporting special events.

- Participate in team efforts outside the office during special events such as the Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
- Write a semester report each semester.
- Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and standards.

Desired Qualities of Successful Candidates

- Experience with event coordination and/or logistics
- Strong organizational, problem-solving, project management, and event planning skills
- Keen attention to details
- Initiative and professionalism
- Strong interpersonal and written/verbal communication skills
- Enthusiasm for democracy, civic engagement, and dialogue
- Energy, vision, creativity, sense of humor, sound judgment, tolerance for ambiguity
- Ability to function both independently and collaboratively in team-based environment
- Ability to establish and maintain collaborative relationships with staff, faculty, students, and community partners
- Enthusiasm and ability to work in a dynamic environment with multiple audiences and priorities
- Commitment to maintaining a nonpartisan and inclusive approach to all programming and communication strategies

Time Commitment and Expectations

Weekly time commitment may fluctuate depending on responsibilities. We expect the Special Projects Intern to work between 10-15 hours per week.

Hours are flexible based on the student's schedule, and generally occur in the office between 8:30am-5:00pm Monday through Friday, with occasional evening/weekend commitments.

The successful candidate will be self-motivated and able to function independently as part of a remote team for part or all of the summer.

Eligibility

Washington University students who will be undergraduate or graduate students during the Spring 2024 semester.

Working Conditions

This position involves frequent lifting and moving of event supplies and furniture. This position also requires the ability to travel to on- and off-campus locations. Work is primarily conducted in-person at Stix House, the Gephardt Institute's campus location.

Compensation & Benefits

The Gephardt Institute's starting pay rate for undergraduate students is \$12.00 per hour, and for graduate students is \$15.50 per hour, payable bi-weekly. Applicants with previous full-time professional experience (including national and international service such as AmeriCorps, Teach For America, and Peace Corps) may request a higher starting rate.

Duration

The internship is for Spring 2024 year, with the possibility of renewal the following year or over the summer if mutually desired.

Application Process

Application review will begin on Friday, February 16 8:30 am and further applications will be accepted on a rolling basis thereafter. To apply, please complete a [staff application form](#) through the Gephardt Student Internship Program website as well as a resume and a cover letter. If you have any questions about the position or process to apply, please contact Sonia Sequeira at soniabsequeira@wustl.edu.