



## **Graduate Assistant for Student Civic Learning: Civic Café Evening Event Series**

**Paid Graduate Assistantship for Summer 2024 and Academic Year 2024-2025**

### **Internship Overview**

[The Gephardt Institute for Civic and Community Engagement](#) is hiring a paid graduate student assistant to serve as a Graduate Assistant for Student Civic Learning. This position will assist with the planning, logistics, and facilitation of Civic Café: a weekly on-campus series of evening civic learning events.

Civic Café is an initiative of the Gephardt Institute that started in Fall 2022. Occurring weekly on Tuesday evenings, Civic Café is an umbrella series that includes three different types of events: (1) Democracy Dinners; (2) Civic Journey Spotlights; and, (3) Skill-Building Workshops. Democracy dinners bring students together to discuss current civic news over a meal. Community and campus partners offer expert opinions and students are invited to grab food and sit in groups to discuss. We have covered topics such as: civil disobedience, post-election debriefs, national holidays, and more. Civic Journey Spotlights highlight local civic leaders who discuss their personal journeys to their current positions. This will offer students tangible examples of respected adults who have forged their own civic paths and grappled with significant questions about their civic identity and role. We have hosted St. Louis City Mayor Tishaura Jones, David Dwight IV (formerly of Forward Through Ferguson), St. Louis County Prosecuting Attorney Wesley Bell, and Midwest Climate Collaborative Director Heather Navarro. The skill-building workshops offers students an opportunity to learn a variety of civic skills, ranging from identifying their own personal role in social change, social movement ecology, writing public comments, and more. Skill-building workshops are often led by campus and community partners. Each event offers dinner for participants.

These events offer a spaces for WashU students to connect with their peers, learn about important civic issues, and build and practice important civic skills. All Gephardt Institute programs are nonpartisan and designed to be ideologically inclusive.

The Graduate Assistant for Student Civic Learning will report to the Associate Director for Civic Engagement and will collaborate with staff, faculty, students, and community partners in the development and implementation of Gephardt Institute programming. Assistants for Student Civic Learning work alongside other graduate assistants on civic programming and student engagement.

### **Responsibilities include, but are not limited to, the following:**

- Support design and development of Civic Café for the 2024-25 year. This includes researching best practices from other institutions that host similar series and determining potential guest speakers, teachers, and/or facilitators for each week. We aim to finalize the line-up for the

entire year during the summer of 2024.

- Collaborate with other Gephardt Institute student and professional staff on aligning the event with the Gephardt Institute Theory of Change, assessing impact, and retooling curriculum design accordingly.
- Manage coordination with partners to finalize event logistics. This includes researching vendors for food, scheduling, managing contracts, space reservation and set up, agenda development, and preparing materials.
- Support implementation the weekly event. This entails: setting up the event with materials, food, and seating; welcoming students to join the conversation, prompt and facilitate conversation on important “big picture” civic topics and how they relate to the practice of democracy; holding space for a variety of lived experiences and perspectives; navigating disagreements among students while modeling and teaching civic dialogue skills. Depending on the particular event, this position may serve as facilitator or support someone else facilitating.
- Contribute to evaluation and assessment efforts related to the events. This includes working the Gephardt Institute team on designing, implementing, and/or collecting data from participants and program partners. This may also include providing insight into logistics management to improve program efficiency, effectiveness, and equity.
- Manage communications related to the weekly event. This includes documenting experiences through photos and stories, and collaborating with the Marketing and Communications team in the development of communication materials, strategy, documentation, and follow-up storytelling.
- Support cultivation and maintenance of campus partnerships with campus units, student groups, and alumni that may support student events. This includes existing partnerships and new collaboration requests.
- Contribute to the Gephardt Institute team as a thought partner and team member to support overall goals of the initiative.
- Perform other duties consistent with the purpose of the position as assigned.

**Serve as an essential member of the Gephardt Institute staff:**

- Attend staff kick-off retreat and monthly staff meetings for ongoing professional development and institute-wide coordination.
- Support Gephardt Institute office efforts including staffing the reception desk 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

## Eligibility

Washington University students who will be graduate students during the 2024-2025 academic year are eligible to apply. Incoming students must be eligible to work in the US during the summer. All disciplinary backgrounds are welcome. Students must be in good standing with the university and cannot be on academic probation.

## Time Commitment

During Summer 2024, this position will be approximately 10-15 hrs/week. Additional hours may be available if candidates are interested.

During the 2024-2025 Academic year, the Graduate Assistant is expected to work approximately 10-15 hours per week. **If you are only available during the academic year, we still encourage you to apply.**

Weekly time commitment may fluctuate depending on responsibilities. Hours are flexible based on student's schedule, and generally occur between 8:30 a.m.-5:00 p.m, Monday through Friday.

**Students interested in this position must be available between 5 and 7:30 pm on Tuesdays throughout the 2024-2025 academic year.**

## 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

The Gephardt Institute's starting pay rate 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 summer 2024 through spring 2025, with the possibility of renewal the following year if mutually desired.

## **Application Process**

Applications will be accepted on a rolling basis through 11:59 p.m. on May 3, 2024. To apply, please complete a [staff application form](#) through the Gephardt Student Internship Program website and submit a resume and a cover letter. If you have any questions about the position or process to apply, please contact Alannah Glickman at [aglickman@wustl.edu](mailto:aglickman@wustl.edu).