

**Graduate Assistant for Student Civic Learning:
Special Projects**

Paid Graduate Assistantship for Academic Year 2024-2025

Position Overview

[The Gephardt Institute for Civic and Community Engagement](#) is hiring a paid graduate student assistant to serve as an assistant for Student Civic Learning. This position will assist with the logistics, and facilitation of Engage Democracy and EngageSTL programming, recruitment for undergraduate fellowships, and other special projects. Civic Action Week is a campus wide week focused on uplifting civic engagement happening across the university and in the broader St. Louis community.

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:

1. Assist in the oversight and logistics for the EngageSTL trips. This includes communicating with community and campus partners.
2. Manage coordination with internal and external partners to finalize event. This includes researching vendors, scheduling, managing contracts, space set up, itinerary development, and preparing materials. Prior to the immersions, confirm logistics with all vendors, lead event set-up and travel coordination, and support lead instructors as needed.
3. Contribute to evaluation and assessment efforts related to immersion experiences. 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.
4. Support emerging fall projects and other duties as assigned. These may include undergraduate fellowship recruitment and other Engage Democracy Initiative programs.

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

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 and are open to negotiating weekly hours that work with the successful candidate's summer commitments.

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 graduate students for at least one semester of 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.

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 the 2024-2025 academic year, 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.