Graduate Assistant for Community Partnerships
Paid Internship Fall 2018 - Spring 2020

Position Overview
The Gephartd Institute for Civic and Community Engagement is hiring a paid Graduate Assistant for Community Partnerships. The Graduate Assistant will work closely with the Campus and Community Partnerships team to cultivate meaningful and mutually beneficial partnerships between Washington University and community-based organizations. This position is responsible for ensuring that community partners have a positive experience when approaching the university. The Graduate Assistant for Community Partnerships will work to develop strategies to receive, catalog, and direct inquiries from community partners.

Responsibilities include, but are not limited to the following:
1. Contribute to the development of best practices for intake and referral of community partners in a university setting.
2. Serve as front line staff member receiving inquiries from community partners.
3. Develop and implement strategies for managing inquiries.
4. Manage and maintain internal database of community partner organizations.
5. Serve as primary Institute coordinator of STLVolunteer, an online database of local non-profits managed by the United Way of Greater St. Louis. Encourage community partner participation, encourage and monitor usage by the WU community, and identify opportunities for improvement.
6. Connect organizations with students, faculty, and staff seeking community-based partnerships. Solicit enewsletter submissions from community partners to publicize opportunities to the campus community.
7. Serve as an essential part of the Campus and Community Partnerships team, which may include assisting in the coordination of outreach efforts, community partner site visits, engaging with campus stakeholders, and assisting with community engagement events.

Serve as an essential member of the Gephartd Institute staff:
- Attend staff retreats and bi-monthly staff meetings for ongoing professional development and office-wide coordination.
- Support office efforts including staffing the reception area, supporting special events, and posting flyers as needed.
- Participate in special events such as the Community Service Fair, Activities Fair, Gephartd Institute sponsored events, and other relevant outreach.
- Write a semester report and contribute to a position manual 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**
- Knowledge of the St. Louis community
- Excellent customer service
- Initiative and professionalism
- Professional oral and written communication skills
- Strong interpersonal and organization skills
- Flexibility and creative problem-solving skills
- Tolerance for ambiguity
- Sense of humor
- Commitment to civic engagement
- Ability to establish and maintain collaborative relationships with faculty, staff, students, and community partners

**Time Commitment and Expectations**
Weekly time commitment may fluctuate depending on responsibilities. The Community Partnership Coordinator is expected to work 15-20 hours per week.

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

This position may include visits to community partners. The Coordinator must have access to a valid Driver’s License and must have access to reliable vehicular transportation.

**Eligibility**
Federal work-study eligibility is not required, but students with federal work-study are encouraged to apply. The Graduate Assistant must be in good academic standing as defined by the GA’s graduate program.

**Duration**
This is a four semester position, with obligation during the academic year. The Graduate Assistant is not required to work during winter and summer breaks.

**Remuneration**
$12.00 per hour, payable bi-weekly.

**Application Process**
Applications are due Friday, March 30, by 5pm. To apply, please complete an online [staff application form](#) and submit your resume and cover letter. For more information, please contact: Stefani Weeden-Smith, Assistant Director for Campus and Community Partnerships, [weeden-smith_s@wustl.edu](mailto:weeden-smith_s@wustl.edu).