Student Engagement and Service Coordinator
Paid Internship for Fall 2018 – Spring 2019

Position Overview

The Gephardt Institute for Civic and Community Engagement is hiring a paid undergraduate or graduate student intern to work part-time as a Student Engagement and Service (SES) Coordinator. The Student Engagement and Service Coordinator will support the professional staff team overseeing a broad portfolio of student facing civic and community engagement programs. The SES Coordinator is responsible for supporting outreach and engagement for Gephardt Institute programs at the annual Community Service Fair, Activities Fair, and other tabling opportunities; supporting community service student groups through drop-in hours and implementation of a monthly community of practice; assist in coordination of the student internship program, collaborate on major student facing events; and present on behalf of the Gephardt Institute to campus partners or student groups as needed. The SES Coordinator serves as an essential member of the Gephardt Institute staff, and will report directly to the Assistant Director for Student Engagement and Service.

Responsibilities include, but are not limited to the following:

1. Attend weekly meetings with Student Engagement and Service staff to coordinate student outreach, support, programs, and initiatives

2. Foster student leadership development and community service that is mission-based, ethical, and aligned with best practices for civic and community engagement

3. Assist students and student groups seeking information about civic engagement opportunities through campus groups and off-campus agencies

4. Co-plan and implement a series of peer learning sessions through a monthly community of practice for community service groups

5. Support coordinating logistics, administration and staff meetings for the Gephardt Student Internship Program

6. Assist students in navigating campus departments, resources, policies, and procedures as well as community and business partnerships by offering support during drop-in hours and scheduled consultancies

Serve as an essential member of the Gephardt 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, Gephardt 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**
- Initiative and professionalism
- Strong interpersonal and organization skills as demonstrated through student group leadership
- Professional oral and written communication skills
- Commitment to team approach
- Flexibility and creative problem-solving skills
- Tolerance for ambiguity
- Sense of humor
- Commitment to civic and community engagement
- Ability to establish and maintain collaborative relationships with students and student groups
- Event planning experience
- Experience fostering inclusiveness with students from diverse backgrounds
- Knowledge of the WashU campus, offices, and resources available to student groups

**Time Commitment and Expectations**
Weekly time commitment may fluctuate depending on responsibilities. The student Coordinator is expected to work approximately 10-12 hours per week during fall 2018 and spring 2019. Hours are flexible based on student’s schedule, with required coverage of weekly Drop In Hours on Thursday and Friday from 2:30-4:00 p.m. Hours may include evening/weekend commitments for occasional events and institute outreach, and generally occur in the office between 8:30am-5:00pm, Monday through Friday.

**Eligibility**
Washington University graduate or undergraduate students during the 2018-2019 academic year. We are especially interested in working with students who have a background and past experience in student group leadership on campus, an interest in connecting students to a range of civic and community engagement opportunities, and who have excellent organizational skills. Federal work-study eligibility is not required, but students with federal work-study are encouraged to apply. The student coordinator must be in good academic standing and maintain above a 3.0 GPA.

**Duration**
This is a two semester position with opportunity to extend.

**Remuneration**
Range $9.00-$12.00 per hour, dependent on experience, payable bi-weekly.

**Application Process**
Applications are due Friday, March 30, 2018, by 5:00 p.m. Please submit applications online at [https://gephhardtinstitute.wustl.edu/contact/paid-internships-in-the-gephardt-institute/](https://gephhardtinstitute.wustl.edu/contact/paid-internships-in-the-gephardt-institute/). Applications must include the online Staff Application Form, resume, and cover letter. Please contact Assistant Director for Student Engagement and Service, Cara Johnson, CLJohnson@wustl.edu, with any questions about the position or process to apply.