Overview
Join a team of professional staff from The Gephardt Institute for Civic and Community Engagement, the Center for Diversity and Inclusion (CDI), and the Office of Sustainability to coordinate implementation of Engage STL, an immersive experience program for first year students that is part of Bear Beginnings 2019. Community Assistants support the Bear Beginnings orientation program through fostering community during the Immersive Experience Program (IEP). Community Assistants support the development of the three-day experience with campus and community partners. This includes assisting in the logistics, planning, and implementation of Engage STL, as well as supporting the training and management of the First-Year Orientation eXperience (FOX) leaders.

We are currently seeking two undergraduate Community Assistants. Preference will be given to applicants with past experiences working with or participating in programs led by our offices.

The position will be supervised by staff in the CDI during spring semester, and by the Gephardt Institute during summer and fall.

Qualifications:
Students interested in this para-professional role should:
- Have a minimum GPA of 2.75
- Be in good standing with the university - we will conduct checks with the Office of Student Conduct and the Title IX office
- Be a full-time student in spring and fall semester
- Experience with civic and community engagement; passion for and commitment to diversity and social justice; and/or knowledge of sustainability with a willingness to learn new skills
- Professionalism and initiative
- Commitment to team approach and ability to collaborate with others
- Flexibility and creative problem-solving
- Enthusiasm for welcoming first year students to WashU and the St. Louis communities
- Tolerance for ambiguity
- Excellent oral and written communication skills

Compensation:
$9 per hour for up to five hours a week during the 16 week spring semester. Additionally, students will get compensated for up to 40 hours during a two-week timeframe in August.

Please note that you must be available for mandatory trainings of FOX leaders in April and in August 17th-31st, 2019 for Bear Beginnings program implementation.
Responsibilities include, but are not limited to the following:

1. Attend weekly meetings with your supervisor, bi-weekly meetings with the Engage STL planning team, and any required meetings by Campus Life/First Year Center.

2. Support development of the Engage STL program to align with expectations from Campus Life and the First Year Center, and that integrates best practices for civic and community engagement; diversity, equity, and inclusion; and sustainability.

3. Co-plan and implement a series of spring trainings for First-Year Orientation eXperience (FOX) leaders in the spring semester and days prior to Engage STL in August.

4. Support coordinating logistics, administration, and plans for Engage STL using platforms that are shareable across three offices.

5. Support communication and partnership cultivation with local communication nonprofits, governmental organizations and K-12 schools for community engagement immersive experiences and volunteering.

6. Provide input and feedback on the Engage STL schedule, curriculum, and activities.

Application Process
Applications are due by Friday, November 30th, 2018, by noon 12:00pm.

Please submit an online application and a cover letter and resume as one PDF file to the Gephardt Student Internship Program website: https://gephardtinstitute.wustl.edu/contact/paid-internships-in-the-gephardt-institute/. In the cover letter, please share why you are interested in working as a paid Community Assistant for Engage STL in 2019, and any specific skills or experience that will make you stand out as an applicant.

Top candidates for the Community Assistant positions will be interviewed by staff across all three offices in December with final decisions made prior to the winter break. The Community Assistants will begin by January 14, 2019.

Please contact Assistant Director for Student Engagement and Service, Cara Johnson, CLJohnson@wustl.edu, with any questions about the position or process to apply.