Graduate Assistant Job Description
Graduate Assistant for Weppner Center for Service-Learning & Civic Responsibility

Department: Weppner Center for Service-Learning & Civic Responsibility (WCSLCR)
Supervisor Name: Nori Carter
Assistantship Information: Number of GA positions WCSLCR has available for 2015-2016: 2 (this position is 1 of 2)
Title of Assistantship: Graduate Assistant

Summary of Job Function
The Graduate Assistant will be primarily responsible for assisting with the planning, implementation, and assessment of civic engagement events and programs, including, but not limited to Days of Service events; the Community Garden program; the Community Garden STEM Education Program; voter awareness efforts; the Summer Reading Program; assisting with the management of volunteer related NobleHour hours tracking program and social media, including Facebook, Twitter, Instagram, YouTube, etc.; assisting students with inquires and concerns; and conducting presentations to students, faculty, and staff.

Student Learning/Educational Activities performed by the Graduate Assistant
✓ Advising Students
✓ Planning programs
✓ Instruction
✓ Marketing of programs
✓ Data collection & assessment
✓ Other (NobleHour management for the WCSLCR)

Learning Outcomes
• Gain an understanding of the student affairs profession, including advising students and facilitating student learning as it relates to program planning and civic engagement benefits post-graduation.
• Develop an understanding of the operations of a student affairs department, the Weppner Center for Service-Learning & Civic Responsibility and become familiar with the University policies and procedures.
• Develop an understanding of strategic planning as it relates to University, Divisional, and Departmental learning outcome and goals.
• Gain effective presentation and advising skills and skills for program planning, fiscal management, and assessment of events and programs.

Duties and Responsibilities
• Assist with the planning, implementation, and assessment of civic engagement events and programs
• Maintain, analyze and update assessment records for reporting purposes
• Manage the administration of the Community Garden program and Community Garden STEM Education Program
- Manage Center’s voter awareness efforts, including marketing of TurboVote and developing and implementing voter awareness events for current and incoming students
- Assist with the planning and implementation of the Summer Reading Program, including the application process for student tutors, planning the tutor orientation, visiting the Program sites weekly to manage the student tutors, etc.
- Assist with management of social media, including Facebook, Twitter, YouTube, etc.
- Manage weekly marketing communications of volunteer opportunities to departmental listserv
- Manage the tracking system for volunteer and academic service-learning hours
- Assist students with inquiries and concerns
- Assist with updating departmental website
- Conduct presentations to students, faculty, staff, and parents
- Perform other duties and projects as assigned by the Assistant Director or Director of the Weppner Center for Service-Learning & Civic Responsibility

**Qualifications for the Position**
- Enrolled, degree seeking graduate student meeting FAU’s eligibility for graduate assistantship, including enrollment criteria
- Acceptance into the Florida Atlantic University Educational Leadership Master’s/Doctoral Program
- Ability to work both independently and as part of a team
- Willingness to work nights and weekends
- Proficiency with Microsoft Office
- Strong written and verbal communication skills
- Strong customer service skills

**Additional Information**
- The graduate assistantship is a 20 hour per week position. This position will receive compensation of $10 per hour.
- The graduate assistantship is a one year position (fall, spring and summer semesters). Graduate assistants are eligible to reapply to this position.
- Employment will only be granted upon acceptance to the Florida Atlantic University Educational Leadership Master’s/Doctoral Program.
- Anticipated start date: August 2015 (may begin earlier) / Position end date: August 2016
- An 80% tuition waiver is provided with this assistantship.

**Contact Information:** To apply for this position, please send a cover letter and resume to Nori Carter at ncarte10@fau.edu. Questions? Please email or call 561.297.3607.