

####

**Position: Graduate Assistant, Service Learning and Civic Engagement**

The NDSU Memorial Union provides student employment opportunities that intentionally promote the development of transferable skills and growth in interpersonal communication, problem solving, critical thinking and professional development.

|  |  |  |
| --- | --- | --- |
| **Duty/Responsibility No:**  |  1 | **Assist in coordination of campus-wide civic engagement programs** |
| **Percent of Time:**  | 70% |
| * Coordinate the Tapestry of Diverse Talents recognition program including application distribution, chairing selection committee, and promoting ceremony.
* Coordinate at least four Community Engagement Forums (2 per semester).
* Assist in the coordination and implementation of at least two poverty simulations.
* Organize sustainability programming.
* Plan program for Constitution Day.
* Participate on planning committees for cultural events as needed.
 |

|  |  |  |
| --- | --- | --- |
| **Duty/Responsibility No:**  | 2  | **Assist with curricular and co-curricular service-learning programs** |
| **Percent of Time:**  | 20% |
| * Assist with the planning and teaching of the Community Leadership course (HDFS 310).
* Research and develop resources and promotional materials to engage faculty in curricular service-learning.
* Assist in supervising Volunteer Network student staff and planning co-curricular service programs/events including: The Big Event, MLK Service Plunge, Serve with the Herd, etc.
 |

|  |  |  |
| --- | --- | --- |
| Duty/Responsibility No:  | 3 | **Personal and professional development** |
| Percent of Time:  | 10% |
| * Assist in budget development.
* Develop and present workshops on related topics.
* Participate in professional development opportunities.
* Participate as an active member of Student Affairs, Student Activities, and Memorial Union teams.
* Other duties as assigned.
 |
| **Duty/Responsibility No:**  |  5 | **Statement of duty/responsibility** Provide excellent customer service and work effectively in a team environment.  |
| **Percent of Time:**  | 100 |
| **Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)*** Provide prompt, courteous and efficient excellent customer service to all visitors, students, faculty and staff.
* Establish and maintain strong, supportive and positive working relationships with co-workers and customers.
* Maintain a high level of morale within the department and present self as a positive role model.
 |

|  |  |
| --- | --- |
|  **SPECIFIC SKILLS OR EQUIPMENT REQUIRED**  | **Minimum Qualifications:** Graduate Assistant must be admitted to a graduate program at NDSU and maintain a minimum of 6 credit hours and a 3.0 grade point average for duration of appointment. Other qualifications: 1) bachelor’s degree; 2) strong oral and written communication skills; 3) a high degree of initiative and the ability to carry out tasks to completion in a multi-tasking environment;4) the ability to work with a diverse group of people.**Preferred Qualifications:** Demonstrated experience in event planning, program promotion, marketing, and workshop presentation is desired. |
|  **Additional Information**  | **Terms of Employment:** Employment requires an average of twenty hours per week with appointment for early August 2015 through May 2016. **Compensation:** $9000 and an NDSU tuition waiver**For more information about Graduate Assistantships visit the following website:** <http://mu.ndsu.edu/employment/>**Application Materials:** Cover letter, resume and names, addresses and phone numbers of three professional references.**Submit application materials to:** **Emily.R.Carrow@ndsu.edu** **or call 701-231-6519**Application review begins April 20, 2015 |